

Student Handbook

Early Learning Center

923 Minnesota Avenue
North Fond du Lac, Wisconsin 54937

Telephone:(920) 929-3762 Fax: (920) 322-9117

For information and events visit

www.nfdlschools.org

"Sharing, caring and working together, helping to make the world a better place." ~Karen's Kids



Dear Early Learning Center and Friendship Families,

All of us at Early Learning Center and Friendship Learning Center, a PBIS Bronze Level School of Recognition, would like to welcome you to our 2018-19 school year. Whether you are new to our schools or are returning, we are very excited about starting a new year of learning. We treasure and appreciate the relationships with our students and families, as we know that the work we do can't be done in isolation.

To continue to be the best possible elementary school we can be, we encourage you to contact us with any questions, concerns or suggestions that you might have. The administrative team for students in Kindergarten through 5th Grade now includes two additional leaders to assist in serving the needs of students and families.

Mrs. Judy McKeough, K-5 Program Support, will assist students, families, faculty and case managers with services related to the initiation and implementation of Individualized Education Plans (IEPs). Mrs. McKeough is available mornings (she teaches 4th grade Math and Project Lead the Way in the afternoon), and can be reached at jmckeough@nfdlschools.org.

Mrs. Lauren Biolo, Dean of Students, will be the primary contact for student expectations, including attendance and behaviors. Mrs. Biolo will be available afternoons (she teaches 4th grade English Language Arts in the morning), and can be reached at lbiolo@nfdlschools.org.

As the K-5 principal, my primary responsibility is instructional leadership: sustaining a school vision and culture, developing teacher leadership and practices, cultivating a high-performing learning community, using data to make instructional decisions, monitoring curriculum and instructional practices, and ensuring that physical space is arranged to meet the needs of our learning community. By serving teachers directly, I help create the environment and provide the resources that empower teachers and school personnel to serve your children best.

We all look forward to building a strong partnership with you to help us best meet your child's needs. If you wish to meet with any staff member in person, we are able to provide you with the best service and response time when we know in advance and can arrange a convenient time that works for all.

The information found in this Student-Parent Handbook has been prepared as a useful guide for all students, parents and staff members. Contained within the handbook are our school policies and procedures necessary for our school to function efficiently and effectively. Please read this handbook with your child prior to the start of school so you are familiar with it. This will help us avoid any possible misunderstandings. Please keep it handy in case you need to use it as a reference during the year. We ask that you complete the two signature pages found near the end of the handbook (pages 34 and 39), and send them back to school with your child no later than Friday, August 24th. We will keep the signed forms in the main office.

We hope that you will fully enjoy the year ahead; we know we will!

Kerrijo Patten

Principal – Early Learning Center and Friendship Learning Center

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Staff Directory – Contact Information

ELC and FLC Staff can best be reached via email, which is the staff member's first initial and full last name @nfdlschools.org (Jane Smith = jsmith@nfdlschools.org)

ELC Office Secretary: Mrs. Kim Sales can be reached at (920) 929-3762

FLC Office Secretaries: Mrs. Kathy Rashid and Mrs. Connie Hernandez can be reached at (920) 929-3757

<u>Name</u>	<u>Email</u>	<u>Phone</u>
ELC OFFICE/Mrs. Sales	ksales@nfdlschools.org	929-3762
Mrs. Patten (Principal)	kpatten@nfdlschools.org	929-3762 Ext. 6101
Mrs. Dardis (Speech)	bdardis@nfdlschools.org	929-3762 Ext. 6111
Mrs. Ware (Early Childhood)	mware@nfdlschools.org	929-3762 Ext. 6107
Mrs. Eide (Early Childhood)	keide@nfdlschools.org	929-3762 Ext. 6113
Mrs. Gilbertson (5K)	jgilbertson@nfdlschools.org	929-3762 Ext. 6105
Mrs. Guelig (5K)	lguelig@nfdlschools.org	929-3762 Ext. 6103
Mrs. Hock (5K)	ghock@nfdlschools.org	929-3762 Ext. 6106
Mrs. Jagodzinski (5K)	tjagodzinski@nfdlschools.org	929-3762 Ext.6104
Mrs. Milanowski (5K)	pmilanowski@nfdlschools.org	929-3762 Ext. 6112
Ms. Jenrich (5K)	ejenrich@nfdlschools.org	929-3762 Ext.6111
Mrs. Logemann (Title I)	mlogemann@nfdlschools.org	929-3762
Mrs. Zweig (4K)	jzweig@nfdlschools.org	924-9975
Mrs. Parkinson (4K)	mparkinson@nfdlschools.org	924-9975
Early Learning Center Fax		322-9117

If you have any questions or concerns don't hesitate to contact us.

Media Policy

Students to be featured by the News Media

Occasionally the news media (radio, television and the newspaper) visit the schools to take photographs, make video, do interviews and/or write articles relating to special events, programs and projects. These media activities in the schools are conducted with the supervision of school personnel.

This publicity is welcomed since we are proud of our school events and interested in sharing positive news with the public.

If for any reason you do not wish to have your son or daughter featured by the media, or on the school's website, or other web media, please notify the school office. Kindly, send a letter to the principal to indicate that you do not wish to have your child included in the publicity.

Truancy

School attendance regulations for the State and the Village stipulate that all students living in the district must attend school until the end of the term in which they reach their 18th birthday. Early Learning Center along with the other district building levels take these regulations very seriously and will follow-up on any issues related to failure to attend school.

Violation of the attendance policies may include, but are not limited to, fines, community service, counseling at parental expense or parental attendance at school with the student. **Police officers in the village are authorized to issue citations to any student determined to be habitually truant.**

Truancy means a pupil who is absent from school without an acceptable excuse under Sections 118.15 and 118.16 (4) WI Statute for any part or all of any day on which school is held during the semester.

Habitual truant means any pupil who is absent from school without an acceptable excuse under sections 118.5 and 118.16 (4) WI Statute for any part or all of five or more days on which school is held during a semester.

Acceptable excuses include:

Illness of pupil*

Pre-arranged absence*

Family emergencies*

***Limited to 10 days per school year**

The Village attendance/truancy ordinance applies to **ALL students attending North Fond du Lac Schools regardless of their residence.**

The local municipal judge has worked closely with school officials and the village police department on guidelines to curb truancy.

Illness/Absences

An excused absence is when a child is ill or injured to the extent that he/she cannot attend school without endangering himself or others. Wisconsin State statute allows students ten (10) acceptable excused absences. These include:

- Illness of student
- Pre-arranged absence
- Family emergencies

Any absence that comes with a doctor/dentist's note will be put in as medically excused and not count against your child's absences. Parents may excuse their child for other reasons with the approval of the school. Excessive absences will require a doctor's note explaining the absence.

When your child is sick and will be staying home from school, please call the school office (929-3762). Please be sure to report your child's absence before 9:00 a.m. the day of the absence. Every student needs to be accounted for by 9:00 a.m. each and every day. Not only are all hot lunch counts called in at this time but the school needs to know that if your child is not in school, he/she is safe with you. ***If you do not call the school by 9:00 a.m., the school will call you and this could be considered an unexcused absence.***

Please keep your child home when they are not feeling well. Follow these guidelines:

- Temperature at/or above 100 degrees, or has had a temperature at/or above 100 degrees in the past 24 hours.
- Diarrhea or vomiting
- Coughing frequently or has a productive cough (coughing up phlegm).
- Has seen a doctor who prescribed an antibiotic. The general rule is that a child should be on an antibiotic for at least 24 hours before returning to school.
- Your child can return to school:
- After being fever, vomit and/or diarrhea free for 24 hours.
- Following doctor's orders regarding your child's return to school.

Keep in mind:

- Notes will be sent home when any specific health issue occurs in the classroom.
- Our school nurse will assist us when needed.
- If your child requires medication during school hours, please contact Mrs. Sales (929-3762). A permission to administer medication will need to be filled out and signed by both the parent and the physician who prescribed the medication. Without this signed form, no medication will be given at school.

When your child is sick please call Mrs. Sales (929-3762) as soon as possible. Everyone needs to be accounted for by 9:00 AM.

Please keep your child home when they are not feeling well:

- Stay home 24 hours after throwing up
- Stay home 24 hours after having diarrhea
- Stay home 24 hours after normal temperature has occurred
- Follow your doctor's orders regarding your child's return to school

Returning to school too early may be contagious to the rest of the class.

If your child requires medication during school hours please contact Mrs. Sales (929-3762)

It is important to keep your child's emergency card updated.

Arrival

The Early Learning Center offers a **FREE Universal Breakfast for ALL Kindergarten students**. Breakfast opens at 8:00 AM. Students enter and take their coats and backpack to their locker then go to the cafeteria to eat and wait for their teachers. If your child is going to **eat breakfast**, please be at school between **8:00 – 8:15**.

The children's school day starts at **8:25**. Your child should **arrive between 8:00 – 8:25**. The front door is open at 8:00AM so please do not come before that. If they ride the bus to school they will be dropped off at the front door of the Early Learning Center to enter the building. We strongly recommend that students do not ride their bikes to school.

Parents are advised not to walk their child to the classroom as this often makes the separation even more difficult.

Parents please beware of the **"NO PARKING ZONE"** directly in front of school. Our state law says that there is no parking in front of a public school before, after and during a school day.

Since attendance and lunch count are taken early, it is important for you child to be on time for school. If for some reason you are going to be late please call (929-3762) to let Mrs. Sales know. When you arrive late please stop in the office to report your child is in the building. **Mrs. Sales needs to order lunches by 9:00 if your child will be eating hot lunch.**

Dismissal

The school day ends at 3:10. Your child may be picked up at their classroom at 3:10. It can be distracting if parents arrive too early. It is important for the staff to know who has permission to pick up your child from school. A written note is required when a person other than a legal guardian is picking up the child.

If your child rides the bus their teacher will walk them down to the bus at 3:20. Bus riders are picked up in one bus at our school and then ride to Friendship Learning Center to meet the other busses. Staff will ride the bus with students to Friendship Learning Center until they are comfortable with the routine. Kindergarten bus riders

line up in the gym at Friendship with a bus buddy. If they do not have an older brother, sister, neighbor or friend who rides the bus, a bus buddy will be assigned.

Lunch

If your child takes hot lunch there will be three choices. The lunch menu will be sent home with your child. It is also posted on the District website which is www.nfdlschools.org. Students are given a choice of white or chocolate milk at lunch. Children taking hot lunch have milk included with their lunch. If a child brings a cold lunch they may buy a milk to have with their lunch.

There are special helpers in the lunchroom. A helper will check your child in for lunch. The staff helps them go thru the hot lunch line. In the beginning carrying the lunch tray can be kind of tricky but soon the children become very good at walking to their classroom lunch table. The staff also will help the cold lunch students open their lunch items. After lunch the students go outside to the playground to play.

Children will be expected to demonstrate appropriate lunchroom manners.

Safety and Caring

In the School District of North Fond du Lac, all of the schools support the philosophy of **THE ORIOLE WAY**. We want all of our students to:

Be Ready
Be Respectful
Be Safe

In each classroom as well as in the hallways, bathroom, lunch room and on the playground, we will have posters and visuals up, stating what the expectations for behavior in each of these settings are. We will be teaching these expectations to the students from the very beginning of the first day of school.

An example of this is that in the LUNCHROOM, to be SAFE means:

- **Leave No Trace**
- **Sit down on the benches with feet on the floor**

The poster in the lunchroom corresponding to Leave No Trace is a picture of a detective. We are teaching the children to learn to pick up after themselves, throwing their own garbage away. We teach the expectations in the setting that they are in. We are also consistent with all of the other schools, so Leave No Trace means the same at Friendship Learning Center, at Bessie Allen Middle School and at Horace Mann High School. We also are going to begin to keep data on students and learn where more teaching of expectations is needed. There will be documentation then and we as a staff will watch for patterns and trends. In this way, we are all working together to **Be Ready, Be Respectful, Be Safe** and caring.

School Attire

Since the children work and play hard at school it's important for them to wear comfortable clothing. **Gym shoes with socks are best. For your child's safety, sandals, clogs, crocs, flip-flops and elevated heels are not recommended.** Recess can be tough on clothes!

An extra set of clothing may be kept in their locker in case of an accident.

If your child is well enough to be at school, they will be going outside for recess. Please make sure your child has the proper clothing for the changing weather. Snow pants, boots, hat, and mittens are needed for winter.

Please make sure your child's jackets and outerwear has their name or initials on each item.

Weather Issues

Whenever a storm comes into the area, a decision as to whether to open or close the schools will be made by 6:00AM. You will receive an automated 'Alert Now' message on your phone and/or email. If the schools are to be closed: radio and TV stations **KFIZ, WFDL, WFON, , WOSH, FOX 11 TV and TV 26** will be announcing the school closing around 6:00AM. Remember to listen for the **NORTH FOND DU LAC School District.**

If a storm happens while we are at school, listen to those same stations to see if our school will close early. Buses will be called and students will be sent home on their regular routes. You will also receive an 'AlertNow' message in the event of early school closings. **PLEASE DO NOT CALL SCHOOL** so that all the phone lines are open for Mrs. Sales to get information from the District office.

Please keep the school updated on your phone number if there are changes. Your family should also set up a bad weather plan for the back of the emergency card.

Snacks

Parents are asked to provide snacks throughout the year so that they can be shared with the entire class. The classroom teacher will let you know when their cupboards are running bare. Usually a family will provide a snack about four times per year.

Teachers will notify you if there are any students with food allergies.

Pets

Due to the increasing number of student with allergies, **Pets will not be allowed at school.**

School Specialists

The children will have special teachers for Art, Physical Education, Rhythm and Movement, Music, and Guidance/Social Skills.

They need to keep an **art shirt** at school with their name on it. This can be an oversized T-shirt or something that will protect your child's clothing during painting or messy projects.

An **oversized plain white T-shirt** with their first and last name on both sides is required for Physical Education. **Appropriate shoes** are a must.

Reading books is so important. The students are able to check out a library book every week if they return a book that was checked out the previous week. Please make sure to take care of the library books. You will be responsible for lost or damaged books.

All the children need for Music is their singing voices!

Our school counselors will be helping us develop social skills.

Birthday Information

Birthdays are a special time and are often celebrated at school. If you are planning a providing a treat, please let your child's teacher know. If your child has a summer birthday arrangements may be made with the classroom teacher for a special celebration.

We realize not everyone can be invited to birthday parties. The staff would prefer not to deliver invites through school but if necessary please contact your child's teacher for discreet delivery. Children do not keep secrets well and their feelings get hurt easily.