

Friendship Learning Center 2018-2019 Student Handbook



**Working Together
for the
Success of All**

**Early Learning Center
923 Minnesota Avenue
North Fond du Lac, WI 54937
(920)929-3762**

**Friendship Learning Center
1115 Thurke Avenue
North Fond du Lac, WI 54937
(920)929-3757**

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!

Kerri jo Patten

Principal, Early Learning Center and Friendship Learning Center

SCHOOL DISTRICT OF NORTH FOND DU LAC VISION STATEMENT

The North Fond du Lac School District, in cooperation with the community, is committed to providing an outstanding educational program in a safe and nurturing environment built upon mutual trust and respect; and designed so all individuals become lifelong learners.

SCHOOL DISTRICT OF NORTH FOND DU LAC SLOGAN

“Working Together for the Success of All”

NON-DISCRIMINATION POLICY

The School District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

NEWS MEDIA EXCLUSION POLICY

Occasionally the news media (radio, television and the newspaper) visit the schools to take photographs, make videos, 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 on 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.

SCHOOL DISTRICT OF NORTH FOND DU LAC

School District Administrator	<u>Mr. Aaron Sadoff</u> School District Office 225 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3750 asadoff@nfdl.k12.wi.us	
Kindergarten Principal	<u>Mrs. Kerri jo Patten</u> Early Learning Center 923 Minnesota Avenue North Fond du Lac, WI 54937 Office Phone: (920) 929-3762 kpatten@nfdlschools.org	
Elementary Principal	<u>Mrs. Kerri jo Patten</u> Friendship Learning Center 1115 Thurke Avenue North Fond du Lac, WI 54937 Office Phone: (920) 929-3757 kpatten@nfdlschools.org	
Middle School Principal	<u>Mr. Michael Gonzalez</u> Bessie Allen Middle School 305 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3754 mgonzalez@nfdlschools.org	
High School Principal	<u>Mrs. Samantha Freimund</u> Horace Mann High School 325 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3740 sfreimund@nfdlschools.org	
Special Education Coordinator	<u>Mrs. Christine Schultz</u> 225 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3762/929-3782 cschultz@nfdlschools.org	
Director of Teaching & Learning	<u>Mr. Adam Broten</u> 225 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3750 abroten@nfdlschools.org	
Office Hours	District Office Friendship Bessie Allen Horace Mann Early Learning Center	7:30 a.m. to 4:00 p.m. 8:00 a.m. to 4:00 p.m. 7:00 a.m. to 3:30 p.m. 7:00 a.m. to 3:30 p.m. 8:00 a.m. to 4:00 p.m.

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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

FAMILY GUIDE TO ADDRESS QUESTIONS OR CONCERNS

When a family member has a school-related question or concern, the most efficient resolution can be found by communicating with the staff member most directly involved. Here is a list of typical questions and contacts:

Classroom Teachers and Specialists (Art, Music, PE)

- Student homework, assignments, quizzes, tests, and grading
- Course instructional materials, practices, academic progress, and extra help
- Classroom discipline and your child's interactions with other students in his/her class

School Counselor (Mrs. Erica Harbath)

- Concerns between school and home, teacher and student, your child and other students
- Personal matters relating to student development, behavior, or interaction with others
- Student services related to 504 Accommodation Plans

Dean of Students (Mrs. Lauren Biolo)

- School-wide student expectations
- Student discipline
- Bus conduct
- Attendance concerns (extended or excessive absences, excessive tardies)

K-5 Program Support (Mrs. Judy McKeough)

- Student services related to an existing Individualized Education Plan (IEP)

K-5 Principal (Mrs. Kerri jo Patten)

- Student placement/teacher assignment
- Feedback regarding school personnel
- Feedback on school policy, procedure, and protocol
- Matters related to the physical space (parking, traffic, school building/grounds)

If there is a concern that is not listed here, please contact the school office to speak with Connie Hernandez or Kathy Rashid and they will assist with forwarding your inquiry to the most appropriate person if it is something they are not able to resolve for you.

DAILY SCHEDULE

Warning Bell	8:25
Morning Classes Begin	8:30
Dismissal	3:30

	Recess	Lunch
1st Grade	1:30-2:00	11:50-12:20
2nd Grade	11:50-12:20	12:20-12:50
3rd Grade	10:10-10:40	11:50-12:20
4th Grade	11:50-12:20	12:20-12:50
5th Grade	10:50-11:20	11:20-11:50

ARRIVAL PROCEDURES

Student supervision on the playground begins at 8:15 a.m. For the safety of all, please ensure that your child is not arriving to school earlier than this time unless they are arriving for breakfast service in the cafeteria from 8:00-8:15 or attending E3 (start time is 7:30). Supervision in the cafeteria is limited, so it is expected that only those students eating breakfast or attending E3 are on school property between 8:00-8:15.

We are excited about the opportunity to redesign our parking and entryway, as that will greatly improve access, convenience and safety for all. Please watch the school website and newsletters for information on the student arrival and dismissal process that will be in place for the upcoming school year.

GUIDING PRINCIPLES

The following principles guide our decisions about teaching and learning as cornerstones of Friendship Learning Center's school culture:

- Integrity
- Respect
- Team Collaboration
- Personal Accountability
- Tolerance

ELEMENTARY PLAYGROUNDS

The FLC playgrounds are reserved for FLC CHILDREN ONLY between 7:30 a.m. to 5:45 p.m. due to our before and after school programming (E3). Families are welcome to enjoy the playground after 5:45 p.m. on school days, and at any time on weekends or non-school days.

EMERGENCY DATA CARDS

An emergency data card contains critical information that helps the office staff respond quickly to a variety of concerns, so we require one to be on file in the office for every student. The emergency data card must be completed and signed by the parent/guardian so in the event of an emergency situation, the correct action can be taken by the school. We appreciate having this card completed and on file in the office by the end of the first week of school. **To best serve your child, any changes to the emergency card need to be reported immediately to the school office as soon as they occur.** Please make sure that complete instructions are provided for the section entitled **BAD WEATHER PLAN**. Calling a parent/guardian at the time of the event is generally not feasible for the office staff and could result in a delay of services.

ATTENDANCE/ABSENCES

The District of North Fond du Lac is proud of our students' high attendance rates, and appreciate families recognizing that school attendance is critical to academic success. Everyone benefits when families partner with us to make sure that your child or your children are present on time each and every day. If students are ill or there is a reasonable excuse for their absence, we ask that you contact the office to make sure our records correctly reflect their absence as excused.

If a student is late for school, he/she should report to the office before going to class. On days that your child must be absent, **please call the office at (920)929-3757 before 9:00 a.m.** to speak with Mrs. Hernandez or Mrs. Rashid. If we do not receive a call from you (or a note sent in with a sibling), we will telephone you at home or work to confirm the absence. This system is in place to ensure the safety of your child.

TARDINESS

Getting to class on time is extremely important. Students are to be in their seats and ready for instruction when the final bell sounds. Interruptions due to tardiness take away from teaching time, which is unfair to those who are at work. Tardy students are to report to the office as soon as they arrive at school.

EXCUSED AND UNEXCUSED ABSENCES

An **excused** absence or tardy is when the child is ill or injured to the extent that he or she cannot attend school without endangering himself or others. A visit to a doctor or other professional is also an excused absence. Parents may excuse their child for other reasons with the approval of the school. Excessive absences due to illness **will** require a doctor's note to clarify reasons for a child being unable to attend school.

An **unexcused** absence or tardy is when the absence cannot be excused. Examples are: staying home to take care of a sick sibling or pet, overslept, missed the bus, etc.

Schools are required to report the numbers of both excused and unexcused absences each year to the Department of Public Instruction.

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. Friendship 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, and 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 a semester.

Habitual truant means any 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 five or more days on which school is held during a semester.

Acceptable excuses include: *illness of the pupil
*pre-arranged absence
(limited to 10 days per school year)
*family emergencies

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. Specifics on those guidelines and consequences can be obtained in any school building office; a copy of the Village ordinance can be secured from the Village offices at 16 Garfield Street.

WELLNESS POLICY

Policy Statement:

Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. The North Fond du Lac School District encourages all members of the school community to help create an environment for students that supports healthy, lifelong eating and physical health habits. Decisions made district wide in regard to food and beverages need to reflect and encourage positive nutrition messages and healthy food choices.

Rationale:

The North Fond du Lac School District supports and promotes a healthy school nutrition environment, which includes the following:

- Quality school meals with an emphasis on nutrient dense foods
- Other healthy food choices
- Pleasant eating experience
- Nutrition education
- Marketing health and nutrition within the school community
- Physical activity choices

Responsibility:

The North Fond du Lac School District will promote knowledge and behavior that improve health, intellectual development and overall quality of life. Students, parents, teachers, school officials and community members must be actively involved in ensuring that the school environment promotes good health.

Food Service:

The food service department will promote healthy meals and meal alternatives as part of the educational learning environment by:

- Ensuring that all meals offered through the National School Breakfast and Lunch Programs meet and follow all U.S Government Nutrition Standards
- Encouraging and promoting healthy living, implementing nutrition education materials into the meal program
- Prohibiting the sale of foods of minimal nutritional value during school meal service hours
- Providing a positive environment in school cafeterias, working with school administrators to allow adequate time for students to eat meals (20 minutes)

Health and Physical Education Curriculum:

The physical education and health curriculums in the NFDL school district work cooperatively to provide students a comprehensive education that enhances their knowledge and skills that are necessary to make choices and decisions that will allow them to live a healthy lifestyle.

The physical education curriculum focuses on the importance of physical activity in a healthy lifestyle and provides students with the opportunity to develop the basic skills necessary to be active through a wide variety of activities so students are able to be physically active throughout their life.

There is emphasis in both the health and physical education curriculums on the components of fitness and regular fitness testing is performed to give the students and their parents an evaluation of their fitness level. Students are given the knowledge and skills necessary in both curriculums to maintain and improve their fitness level.

In addition, the health curriculum will help students learn how to make healthy nutritional decisions by participating in lessons such as developing healthy eating habits and making nutritionally smart food choices, healthy weight control, serving sizes, and learning about the food pyramid and food groups.

District Wide Nutrition Standards and Guidelines:

The North Fond du Lac School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Foods that provide students with calories rich in nutrient content are the goal. In an effort to support the consumption of nutrient-dense foods in the school setting, the District has adopted Nutrition Standards governing the sale of food, beverages and candy on school grounds during school hours.

Food Items:

- Foods with nominal nutritional value shall not be sold prior to the school day and during school hours. Snacks and items sold should have no more than 10% of its total calories derived from saturated fat.
- Vending sales of candy will not be permitted prior to and during school hours.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose) or syrup listed as one of the first two ingredients.
- Non-vending items will be sold in moderation.
- Staff will work with students to choose appropriate food items for the school store.

Beverage Items:

- Vending sales of soda or artificially sweetened drinks will not be permitted during school hours.
- Because of the impact of proper hydration on learning, water consumption during the school day is encouraged with teachers determining classroom use at their discretion.
- The non-vending sale of soda or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the school day.
- The vending sale of beverages, other than soda, with less than 10% fruit juice may begin at the conclusion of the school day.
- Milk, water, non-artificially flavored water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.

Classroom Incentives:

- Strong consideration should be given to non-food items as part of any teacher-to-student incentive program. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Candy:

- The sale of candy will not be permitted before school begins or during school hours.
- The sale of candy will be permitted after the end of school hours.
- Candy is defined as any item that contains sugar (including brown sugar, corn

sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose) or syrup) listed as one of the first two ingredients.

Fundraising:

- All fundraising projects are encouraged to follow the District Nutrition Standards
- All fundraising projects for sale and consumption within and prior to the school day will be expected to make every effort to follow the District Nutrition Standards when determining the items being sold.
 - Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
 - Items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

Nutrition Guidelines for Parents:

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyle.
- The school district will provide parents of all levels a list of suggested healthy snack alternatives for any school function (i.e. parties, celebrations, feasts, sporting events, snack time, cold lunches, etc.)

Healthy Cold Lunch and Snacks:

The North Fond du Lac School District recognizes a healthy and nutritional lunch and snack is related to students' physical well-being, growth, development and readiness to learn.

The following recommendations are made to promote healthy choices for snacks, cold lunches for school and field trips. They are alternatives to lunchables, pop-tarts, and processed baked goods, pre-packaged/deep fried chips, candy and soda.

- Preservative free foods
- 0 trans fat foods
- Raw vegetables sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken and tuna salad)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers

- Baked corn chips & fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, Bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O and low-fat pudding cups
- Low-fat ice cream, frozen yogurts, sherbets
- Low-fat and skim milk products
- Fruit snacks (100% juice)

Healthy School Parties/Birthday Treats:

The following are some healthy options for your child to bring to school for birthday celebrations and school parties. Please check for allergies with your child's teacher.

- 100% Juice
- Flavored water (calorie free)
- Fresh fruit
- Fruit and cheese kabobs
- 100% fruit snacks
- Veggie tray
- String cheese/cheese cubes
- Pretzels
- Low-fat popcorn
- Graham crackers
- Vanilla wafers
- Animal crackers
- Angel food cake
- Pizza with low-fat toppings
- Apples with fat-free caramel dip
- Sandwich wrap with low-fat filling
- Instant pudding made with milk
- Yogurt parfaits
- Yogurt smoothies
- Yogurt in a tube
- Quesadillas with salsa
- Low-fat breakfast/granola bars
- Trail/cereal mixes
- Peanut butter with apples or celery
- Crackers with cheese

SENDING MONEY TO SCHOOL

Experience has shown that the most secure way to have children bring money to school is to enclose the cash or check in a sealed envelope with the name of the student, teacher and purpose written clearly on the envelope. We have found that most times when money is lost, it has fallen out of the child's backpack, books, pockets, etc.

Though checks may be written to include payment for more than one child, we request that a check not be written for more than one purpose. For example - - one check for three children's hot lunch payments is okay, but one check for a hot lunch, a set of school pictures, and school fees is not okay because the amounts go into different funds.

Children should not bring spending money to school other than for school store, book fairs, or school drives. In those cases, the money should be sent in a marked envelope and left with the school secretary or classroom teacher for safekeeping.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER

Whenever a snow or ice storm comes into the area, a decision as to whether to open or close the schools will be made by 6:00 a.m. The district administrator, law enforcement officers and the bus company officials are part of this decision-making.

If the schools are to be closed, radio/TV stations **KFIZ, WFDL, WFON, WPKR, WOSH, FOX 11 TV and TV 26** will be announcing the school closing around 6:00 a.m. You will also receive an automated Parent Link message via your phone provided at registration.

If the schools are to be open, no announcements will be made. The buses will follow their regular routes at as near the regular schedule as possible.

Early closing during school hours: In the event the schools are to close early, buses will be called and students will be sent home on their regular routes. Walkers will be dismissed at the same time and instructed to go to their home or parent-arranged place directly, as noted on the emergency card. The radio stations will be informed for broadcast purposes as well as district-wide notification via the AlertNow system.

In each of these cases, we ask that you please do not call the school because we have a very limited number of lines available and we need to reserve them for calling out in cases of need or updating information. If you haven't received a call, you can always look for information on our district website, Twitter (@nfdlschools) or Facebook (NFDL Schools).

Each family should set up a "BAD WEATHER PLAN" at the beginning of the school year. Then, whenever the weather is severe, each member of the family will follow the set plan. For example: Mike knows that if it is storming at the end of school, his mother will be waiting on Thurke Avenue. If she is not there, he should walk to Michelle's house and wait for his mother or father to pick him up there.

Because children, especially elementary children, need the security of a regular plan, PHONING HOME BY THE STUDENT OR CALL-INS BY THE PARENTS ARE NOT ACCEPTABLE "BAD WEATHER PLANS" and create unnecessary worry if a child doesn't know where to go when it starts storming or snowing.

PICKING UP CHILDREN FROM SCHOOL

Anytime you wish to pick up a student from school during school hours, please enter through the secure entrance and wait in the office. Your child will be called to the office by the secretary.

In order to ensure the safety and security of our students: We will not allow a child to be released from a classroom to wait outside of the school for you to pick him or her up or to walk home without a written note from a parent or guardian.

We will not release a child from school on the basis of a phone call to the school or teacher.

We will not release a child from school to anyone but the parents or guardians during school hours without a written note from the parent or guardian. Please note that, in the event of separation or divorce, the school must release the student to either parent at any time, regardless of whose designated day/week it is, unless there is a current written notice on file from the court stating that one parent has lost such parental right.

MESSAGES

In cases of emergency, the office will take your message and deliver it to the child. If you wish to speak to the child, you will be asked to leave your name (as the child knows you – dad, Aunt Mary, etc.) and the phone number at which you can be reached. Your child will call you back as soon as possible.

If your child is seriously ill or injured in the opinion of a staff member, you will be called and advised of the problem. We will refer to your child's emergency data card for any needed phone numbers. If it is an extreme emergency, an outside aid agency will be called immediately.

We strongly discourage children calling home because they forgot something, because they wish to go home with someone else, because they want you to pick them up because of the weather, because they forgot it was "scout night", etc.

CELL PHONES

Phones are available for students to use anytime during the day in the main office. We are aware that some students may carry cell phones to keep in touch with parents before or after school hours. **Students who need to carry a cell phone are asked to leave the phone at the main office at the beginning of the school day and pick it up prior to leaving for the day** as we do not have secure lockers within our building and we do not want cell phones to be lost or damaged.

ELECTRONIC DEVICES

Many children have access to iPods, MP3 Players and other electronic devices. It is

common for students to use them on the bus to or from school. It is difficult for us to keep them secure within the school building. Therefore, iPods, MP3 Players or other electronic devices are not advised. If a child does carry one to school, it will be done at their own risk and once at school, it should be turned in to the office for safekeeping where it can be picked up at the end of the day. iPods, MP3 Players and other electronic devices are not to be used during recess times.

SCHOOL ATTIRE

*Students should come dressed prepared for the normal activities of school: classroom art, physical education, recess, etc.

*Students should wear play-ready shoes for safety in the halls, gym and on the playground. Clogs, heavy boots, and elevated heels are perhaps more stylish, but they cause many falls and injuries. **Flip-flops are not allowed on the playground or in gym class at any time.**

*Students should come to school dressed according to the weather conditions of the day. All students are expected to go out during recess times unless the weather is such that all outside activities are canceled. We use AccuWeather.com for North Fond du Lac (rain, lightning, below zero temperature = indoors) and will strongly recommend but will not require jackets if the temperature is at or above 50 degrees.

*Clothing in warmer weather can be shorts and tops but we ask they be appropriate for school. Bare midriffs or spaghetti straps are not acceptable for school.

*Periodically we have “dressy” days when we have our school pictures taken, have programs, etc. We adjust our activities to reduce the problems of soiling clothes and running around in dress shoes. We will give you advance notice of these days so that you can make proper clothing choices.

*Articles of clothing should be clearly marked/labeled with the child’s name in permanent marker or sewn-in labels when possible (especially layers or outerwear)

*Students should not wear dangling or large earrings that can be caught or torn off during play or physical education

*Any clothing with inappropriate language or pictures, clothing referring to tobacco, alcoholic beverages, taverns, or illegal drugs is not allowed to be worn at school

*LOST & FOUND – In the event students report a loss of clothing or other personal items, the parent or child should check the lost and found box or visit the school website for our online lost-and-found picture directories that we upload throughout the year

STUDENT REPORT CARDS & PARENT COMMUNICATION

*Parents will receive report cards three times each school year

*A Parent/Teacher conference is scheduled for all students during the first reporting period and upon parent or teacher request during the second and third trimester

*Teachers may, at their discretion, communicate at other times with parents by telephone or a supplemental report

*Parents are encouraged to contact the school at any time they might have questions or concerns regarding the academic achievement, school adjustment, or other problems affecting their child(ren). These calls should be directed to the child's teacher and as early in the school year as possible

Parent/school communication that is open, early, often and directed towards the betterment of the child's experience in the school, home and community is an important part of the education process.

FIRST AID

When a child gets a cut or abrasion on the skin, the child should report it to a teacher or supervisor. That adult will send the child to the office if, in their judgment, further attention is needed.

If the injury is minor but bleeding, the injury will be washed with water and bandaged. No creams or sprays or other medications will be used. Generally, the office staff does not call home for this type of injury.

If the injury is a minor bruise, a cold pack or piece of ice will be applied to relieve the pain. Generally, the office staff does not call home for this type of injury.

When, in the judgment of an adult, more extensive care seems to be warranted, the parents will be called and advised of the situation. If it is not possible to reach the parents or the second or third party, an outside medical person or agency will be called for advice or care.

MEDICATION

Students who need to take prescription medication at school must have the appropriate form **signed by the physician and parents** before the medication can be brought to school. The medication and form must be left in the office. Do not send the medication to school with your child.

Dear Parents,

We are presently reviewing our medication schedules. Our policy has been to distribute medications only with a doctor's prescription.

It is difficult for non-medical staff to diagnose when a child needs to take medication. Therefore:

- ❖ Medications should be administered at home whenever possible
- ❖ Parents/guardians should work with the child's doctor to determine if medications can be scheduled outside school hours. If this is not possible, then trained school staff will administer medicines according to the school district policy.
- ❖ All medicines given at school (**prescription and over-the-counter**) will need to have a medication form signed by **both the doctor and the parent/guardian**.
- ❖ All medications will need to be in original pharmacy-labeled containers or original packaging for over-the counter.
- ❖ Only small-sized bottles of medications should be sent to school so there will be room to store medications in locked cabinets for safety.

If you have any further questions regarding over-the-counter medication dispensing at school, please call me at school (929-3757).

Sincerely,
Bridgett Amadon, School Nurse

RETURNING TO SCHOOL FOLLOWING AN ILLNESS

There are times when parents need to make a decision about their child attending school. On the advice of the medical director at the Department of Public Instruction, we recommend:

*That a child's temperature has been normal for 24 hours before returning to school after a fever or illness.

*The same length of time, 24 hours, without vomiting and/or diarrhea, following an illness involving either or both.

*Listening to a child's statements of feelings in the morning. Most elementary children do not want to miss school, so if they say they feel ill - - they probably are.

*Children with cold and allergy symptoms are affected more severely than adults in performing their required activities, therefore a day or two at home on the "bad days" may be the best place for them.

*Children recovering from the many "childhood diseases" should not return to school before the stated times of absence as given by the doctor.

LIBRARY POLICY

The school library is available to students Monday through Friday during school hours, with scheduled times designated by classroom teachers and the library supervisor. Students come to the library as a class every week, but are welcome to come with teacher permission at any other time the library is open. The library offers books, books on tape, magazines, playaways, and CDs for student use. First grade students are allowed to have one item checked out at a time, second graders can have two items, and third through fifth graders may have three items. Most library materials are due back in the library three weeks or fifteen school days after the checkout date. There is a five-day grace period for overdue items. Weekends and days when school is not in session are not counted. After the grace period has elapsed, a two-cent per day fine, maximum of fifty cents, is imposed on each item that is overdue. Students are not allowed to check out more library materials if they have any overdue items or an unpaid fine. When an item is overdue a total of ten school days, a notice will be sent to the parent. Full replacement cost will be charged for lost or damaged items. If a lost item is found later, payment will be refunded.

DISTRICT HOMEWORK GUIDELINES

PHILOSOPHY: It is the district's conviction that "homework" has a legitimate and valuable place in the educational process of the public schools. Homework can assist in the development of independent learning, resourcefulness, and initiative of students. It can help to individualize instruction, it can provide for necessary make-up and remedial work, and it can enhance and enrich the overall instructional program. Like all tools of education, for it to be effective, it is necessary to use it in the most appropriate manner.

FINDINGS: Homework does produce higher student achievement when the total amount is carefully monitored. This requires careful coordination among teachers in the elementary, middle, and high schools. Exceeding the recommended homework amount per subject and total, results in a decline in student achievement.

HOMEWORK/SCHOOL WORK AT HOME

*Grades 1-3 = up to 45 minutes per night * Grades 4-5 = up to 60 minutes per night

Homework includes reading silently, out loud, or having someone read to the child

VISITING SCHOOL

It is a school board policy that ALL VISITORS, including parents, register at the school office BEFORE visiting for any purpose. Our elementary school is always open and your visits are welcome. Please use the front door by the office when entering the building. This entrance is equipped with a communicator button and an intercom device. Please press the button and wait for the secretary to correspond with you via the intercom. All exterior doors are locked and will remain locked throughout the day in order to keep our building secure.

BICYCLE RIDING & ROLLERBLADING

Due to the heavy traffic in the areas around Friendship Learning Center and the increased number of bicycle/skateboard/scooter accidents statewide, we have set the following regulations and recommendations.

*We strongly recommend that only children in grades 3 and above ride their bikes/skateboards/scooters to and from school. Parents with younger children should personally and thoroughly study the traffic around the schools before approving bike riding for their child.

*All bicycles must be licensed by the NFDL Police Department.

*Riders should enter the school grounds on the driveway closest to the bike racks.

*Bikes must be placed into the racks immediately on arrival and locked. They are to remain there until school is dismissed.

*The school cannot be responsible for the tampering with or removal of accessories, gadgets, and equipment.

*Bike riding on the school grounds is not permitted between 8:00 a.m. and 3:45 p.m. during school days.

*Students are not to play around the bike racks at any time.

*Skateboards/Scooters should be carried in and brought to the office at the beginning of the school day.

*Rollerblading is prohibited from 8:00 a.m. to 4:00 p.m. on school grounds for the safety and welfare of all.

PLAYGROUND REGULATIONS

*During free play times, before school, and at noon, children are to play only in designated in-bound areas

*Students may not leave the school grounds once they have arrived unless they receive permission from a teacher or school official

*To protect the safety of all students, playing tag is allowed on grassy areas only

*Students taking play equipment to the playground are responsible for returning it when the bell rings

*Balls of any type are not to be kicked or thrown against the school building

*Students are not to bring bats or hard balls, including footballs to school. Foam or nerf footballs are acceptable. Balls are to be used only for organized play.

*To avoid conflict and/or confusion, rules specific to football and soccer will be reviewed in every classroom and in physical education class at least twice per year

*Students are not to ride their bicycles, skateboards, or roller blades on school grounds before or during school hours or at dismissal time

*Fighting and/or wrestling, including any play fighting or wrestling, are not allowed at any time

*In cases of inclement weather, a bell will be rung at 8:15 a.m. and the children will go **IMMEDIATELY** to the designated gathering space for their grade level. Inclement weather is defined as severe storm conditions, the temperature is below zero, or other conditions considered too severe for the children to remain outside.

*Children who are not in the building to eat breakfast are not allowed to come into school before the bells ring at 8:25, except for an emergency, such as an injury or illness or with permission of a teacher or playground supervisor. Children who finish eating breakfast before 8:15 are expected to wait quietly at their seat until dismissed. Students who are still eating after 8:15 are expected to finish before the 8:25 bell rings, and exit the building to join their classroom line on the playground.

*Any accident should be reported immediately to the teacher or supervisor on duty, even if it seems minor at the time

*Swearing or name calling is not allowed

*Students must receive permission from the teacher or supervisor on duty to leave the playground to get a ball that has gone out of bounds of the playground or to go into the school building for any reason.

*Students are not to take the property of others (hats, shoes, gloves, etc.) for any reason

*No lifting or carrying of other students

*No jumping, running or playing tag on the bleachers

*The following are specific rules that apply to the **use of playground equipment:**

No sitting on top of the monkey bars.

No walking up or jumping off of the slides. Sit down and slide down feet first.

No jumping off of the swings. Students should swing back and forth only, not side-to-side twisting.

No playing tag on top of or around the equipment.

*The following are specific rules that apply to **playing in the snow**:

No snow, ice or snowball throwing.

No sliding on the ice.

Snow pants and boots are required for any student who wants to leave the blacktop area when there is snow on the ground.

Once a snow fort has been built, any student may play in it. Students are not to change or damage other students' forts.

Sliding down the hills is not allowed unless being supervised by a teacher.

GENERAL SCHOOL MANNERS

*Students must walk through the hallways quietly so as not to disturb others.

*No game playing, running, skipping, or jumping in the halls.

*Students are not to loiter in the halls, peek in rooms or handle any objects that do not belong to them

*Students are to receive permission from their teacher or supervisor before leaving the classroom.

*Students are to dress appropriately for the weather conditions. Failure to bring appropriate clothing items does not excuse a student from outdoor recess.

*Oral or written profanity by any student or adult is strictly prohibited by school policy and Village and County ordinances.

*Chewing of gum in school or on the grounds during school hours is not allowed without teacher permission unless an accommodation plan is on file

*Smoking and/or carrying matches or lighters by students or adults on school property, is prohibited by school board policy.

*Carrying of knives or other weapons or look-alike weapons of any size or description or other objects, which could endanger the safety of others, is not permitted.

*Showing respect to **ALL** adults is expected from **EVERY** student.

***Students who violate school and or/activity rules shall be subject to disciplinary action.

STUDENT HARASSMENT PROHIBITED

The School District of North Fond du Lac shall provide a working and learning environment free from all forms of discrimination, including harassment or intimidation.

The District is dedicated to creating authentic, positive relationships through the “Oriole Way”, which is focused on being Ready, Respectful and Safe. Positive relationships and the Oriole Way are the keys to making everyone feel as safe as possible. Therefore, no student shall be subjected to unwelcome verbal or physical abuse or harassment, or any form of sexual harassment. Examples of harassment include, but are not limited to: verbal and written harassment or verbal abuse, repeated remarks to a person using inappropriate language or jokes, intimidating struggles, inappropriate gestures or touching, repeated display of offensive graphic materials, and repeated commentaries about another student’s body.

A student who believes he/she has been subjected to harassment by anyone shall immediately report the harassment to the Dean of Students, School Counselor or any other adult employee. Oral complaints will be handled informally by the staff. If a written account is provided of the incident to the administration, an investigation will take place. Upon conclusion of the investigation, findings will be relayed to students involved and/or staff. The accused has the right to appeal to a higher authority.

Any student who violates the harassment policy is subject to any of the following disciplinary actions: 1) warning, 2) counseling provided to change behavior, 3) conference with the student and parent/guardian, 4) suspension, and/or 5) expulsion proceedings. Any harassment covered by state law may be referred to the proper authorities such as the North Fond du Lac Police Department.

SCHOOL ARRIVAL AND DEPARTURE

*Students are expected to come and go to and from school following the most direct route

*Students are expected to cross the streets at crosswalks and observe the proper rules for crossing

*All students walking to and from school are expected to cross the street wherever there is a crossing guard

FIRE, TORNADO AND OTHER SAFETY DRILLS

*Drills are held regularly during the school year

*Directions are posted in each room

*At the signal, under direction of the teacher, all students are to line up and pass in a single line to the room’s assigned area (Other Safety Drills follow different protocol for student movement, which is still at the direction of the teacher or other guiding adult)

*Pushing, playing, running and unnecessary talking jeopardize the safety of others and are considered to be unexpected behavior during drills (which may be unannounced)

BUILDING AND GROUNDS APPEARANCE

*Students are expected to strive to maintain the appearance of the building and grounds as well as possible

*Students are expected to throw unwanted papers and other garbage in a wastebasket or recycling bin

*Students are not to mark or deface any part of the school or grounds

SCHOOL HOURS

*School begins at the 8:30 a.m. bell. All students arriving after that time are considered to be TARDY. Bus students who have come in late because of bus problems are an exception.

*The school day will follow the posted bell schedule.

*At 3:30 p.m., the dismissal bell will ring and all students will leave the building unless they are instructed by a teacher to stay or if they are participating in an authorized after-school activity.

*Students are to leave the school grounds immediately and not play on the playgrounds.

RESTROOM PROCEDURES

*Students should ask an adult for permission before going to the restroom while school is in session. The student is only to use the restroom assigned to their classroom.

*While on the playground or in a special activity, the students are to secure the supervising person's permission to go to the restroom. The student is to use the closest restroom.

*Students are expected to use the restroom **BEFORE** going to the playground or lunchroom.

LUNCH PROGRAM

*A hot lunch is provided, although children may bring a cold lunch.

*Good table manners and behavior are to be practiced in the lunchroom. Students are expected to follow all the rules posted in the lunchroom.

BREAKFAST PROGRAM

*Breakfast will be served Monday-Friday from 8:00-8:15 a.m. Students may purchase breakfast daily.

*Breakfast will NOT be served on late start days (i.e. late start due to inclement weather).

SPECIAL OCCASION TREATS

Birthday and other treats are permitted. Students/parents are to check with their teacher before bringing a treat to school to ensure any allergies are addressed. Please see the healthy school parties/birthday treats list noted earlier in this handbook.

SUPERVISION AND DIRECTION

*While a student is assigned to a certain teacher and is considered to be under his or her primary care and supervision, other adults assigned as teachers and supervisory staff have the obligation to discipline or direct a student whenever necessary.

*Students are expected to respect the discipline and direction of all staff members and to be courteous at all times.

*Students are not to ask a staff member for permission to overlook or countermand a direction of another staff member.

VOLUNTEER BACKGROUND CHECK

School level volunteers are needed and a potential list is created by individual teachers or teams. That list can consist of any parent/guardian, family member or family friend who will be volunteering as a room rep, classroom helper, field trip chaperone, lunchroom or playground supervisor, ONSET event worker, etc. Each volunteer will receive a background check consent application to be completed and returned to the school office. The application is then sent to the district office for review and the office will notify volunteers of the outcome of this review.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development is part of our school district curriculum and particular units are taught each year. During the fourth and fifth grade years, your child will be introduced to the different parts of the human anatomy. Prior to having these lessons taught, the teachers will be sending home notices explaining that such material will be covered. You are encouraged to view the materials at school. State law provides parents with the opportunity to exempt their child from participation in part or the entire human growth and development program. If you wish to not have your

child participate in a portion of the program, it is necessary to inform, in writing, either the school principal or teacher.

COMPUTER NETWORK USE AGREEMENT

The North Fond du Lac School District is providing Internet access on its computer network for the purpose of promoting the educational objectives of the District. This information resource network is provided for use by students to conduct educationally-suitable subject matters.

The Internet is a global network of interconnected computers that make it possible to share information and educational resources. Access to the Internet will enable students to explore thousands of libraries and databases around the world. Network access will allow users to:

- gain skills that will enhance employability in the 21st century;
- broaden problem-solving and decision-making skills;
- broaden research capabilities;
- develop higher-level intellectual skills.

Communications over the network are often public in nature. Therefore, it is necessary to establish general rules and prohibitions with regard to the expected use of the network. Users who have access to networked information resources must be responsible for their behavior and communications while using those networks. Access to network services will only be given to users that agree to act in a considerate and responsible manner and that agree to comply with the District's use policies. Access to the system entails responsibility.

Network users will be ultimately responsible for their actions in accessing network services and for adhering to District policies. Any violation of District policies, procedures or guidelines will result in revocation of access privileges and may result in further discipline, including suspensions or expulsion, depending on the nature of the network misuse. Misuse of the District technology includes, but is not limited to:

- *Placement of unlawful, inappropriate or objectionable information or language into the District network system or any component part;
- *Accessing information in a manner not authorized by the District;
- *Any deliberate attempt to harm or destroy District data, software, or hardware; or
- *Performing activities not compatible with the general welfare of district students, employees, and other community members.

It is the responsibility of each network user to provide for reasonable care of the District's technology in that individual's possession or while being used by that individual. Users assume all responsibility for damage to the District's technology equipment and software caused by negligent or improper use.

Users should not expect that files stored on District servers will be private. Network administrators reserve the right to inspect and review files and communications made over the network to maintain the integrity of its use and to ensure that users have not violated these policies.

The following specific behaviors will not be tolerated on District computers. This is not intended to be an exclusive or exhaustive list:

- *Accessing, displaying or distributing offensive or pornographic messages or pictures;
- *Using obscene language;
- *Harassing, insulting or attacking others, or engaging in criminal behavior;
- *Use of the Internet for purposes of no clear educational value (e.g. entering chat rooms or downloading/playing games)
- *Engaging in practices that threaten the District network (e.g. loading files that may introduce a virus) or damaging or disabling the property of other persons or organizations;
- *Violating copyright laws and other intellectual property laws;
- *Using another person's password for accessing the network system;
- *Trespassing in another's folders, documents or files;
- *Intentionally wasting limited resources;
- *The buying or selling of goods or services over the network;
- *Violating regulations prescribed by the network provider.

Violations of these policies will result in the appropriate punitive actions. When applicable, law enforcement agencies will be involved. Each user will be given a copy of this policy and will sign an acceptable user agreement before establishing an account or continuing his/her use.

TRANSPORTATION POLICIES AND RULES

Bus Routes will be drawn up by the bus company, with the approval of the district administration.

Pick-up Points will be within one-half mile of the intersection of the home driveway and the road.

Inclement Weather Radio Stations KFIZ, WFDL, WFON, WPKR, WOSH, FOX 11 TV and TV 26 will give reports concerning school buses during inclement weather. Students or parents are asked to refrain from calling Johnson Bus Company or the schools because the lines must be kept open. You will also receive an automated Parent Link message via your phone.

*Only eligible students who have a current bus transportation form on file in a school office will be allowed to ride a bus.

*If a change is requested for any reason, the parent/guardian must make the request in writing to a school office. The office(s) will make all arrangements and will notify all concerned persons.

*Students must have written approval from the building principal to ride a bus route to which they are not assigned.

Boarding and Leaving the Bus

*When it is necessary to cross the road, students are to wait for the bus driver's signal to cross and also personally check that no traffic is approaching from either direction.

*Riders should cross the road at least ten (10) feet in front of the bus.

*Riders should form lines at the pick-up points and school loading zones **before** the bus arrives. They should board the bus without pushing or shoving. Children **SHOULD NOT** run along side of a moving bus.

Rider Rules

*The bus will stop at all established pick-up points but cannot wait for riders, except in unusual cases.

*Be courteous to fellow riders, the bus driver and all others.

*Riders should be careful when entering and leaving the bus.

*Riders are not to leave their seats while the bus is in motion.

*Horseplay will not be permitted on or around the bus.

*Profanity or indecent language or indecent activity will not be tolerated.

*Riders are not to throw objects inside the bus or out of the windows.

*Hands and heads are to be inside the bus at all times.

*No loud talking, loud laughing, or unnecessary confusion that might divert the drivers attention and possibly cause an accident, will be permitted.

*There must be absolute silence when the bus approaches a railroad crossing and during the crossing.

*Any damage to the seats or bus equipment must be paid for by the offender.

*Drivers are not responsible for any items left on the bus. (However, Johnson Bus Company does maintain a “lost and found” at their garage).

*Animals or pets are not permitted on the bus.

*In cases of emergency, children are to remain in their seats until otherwise instructed by the driver, or other responsible authority.

*Eating and drinking of any beverage is not permitted on the bus.

*Smoking and the use of tobacco in any form will not be permitted on the bus.

*The bus driver has the authority to assign riders to designated seats.

*While on the bus, all riders are in the driver’s charge.

*Articles that may interfere with pupils or driver, or block the aisle, step well, or seats will not be allowed on the bus.

*Riders are not to carry breakable containers on the bus.

*Opening or using the emergency door at any time, other than in an emergency or with permission of the driver, is prohibited.

Violation of the Rules

*The bus driver will turn in the names of all riders who violate the rules to the appropriate building principal.

*The Dean of Students will discipline a rider who fails to follow these rules, which may include suspending a child’s riding privileges.

ORIOLE WAY/PBIS

We practice the Oriole Way, a proactive behavior model based on **PBIS (Positive Behaviors Interventions and Support)**. Adults consistently teach, model, and reinforce expected

behavior and address unexpected behavior through reteaching and reflection. FLC has been recognized by the Wisconsin RtI Center for effective use of our model for three straight school years. Building expectations for both ELC and FLC are:

- Be Ready
- Be Respectful
- Be Safe

These expectations will be universal in all areas of our school, and for all students, teachers, parents, and visitors. Your child will undoubtedly come to know and understand these expectations over the course of the first few weeks of school. Our goals with **Oriole Way** are to maintain safety, teach expected behaviors, and build positive relationships with students.

When students exhibit a positive behavior they may receive verbal praise and/or a *Terrific Ticket* from an adult in the building. A student will not always receive a *Terrific Ticket* for their behaviors. Students will have several opportunities to “cash in” their tickets throughout the school year at school celebrations, classroom stores, school store, and at other positive reinforcement activities.

With any school and any behavior program, there will be times when misbehaviors take place. With the Oriole Way, misbehaviors are dealt with at school, with the goal of teaching the expected or replacement behavior. We expect children to make mistakes, as they are human. Therefore, as a parent, you will not be informed about every behavior that an adult addresses with your child. Should the behavior rise to the level where a contact home is warranted, you should expect to hear from one of these individuals: the classroom teacher, specialist teacher, case manager (if student has an IEP), Program Support or Dean of Students.

The tables outline our building expectations for all students and adults. For each area of the school there are clearly defined positive behaviors for being ready, being respectful, and being safe.

	Hallway	Cafeteria	Playground	Bathrooms
Be Ready	<ul style="list-style-type: none"> -Bring needed materials into classroom -Leave no trace -Complete your task and get back to class -Line basics 	<ul style="list-style-type: none"> -Use bathroom and wash hands -Know your pin number -Get utensils, milk, and all food before sitting down -Eat food in a timely manner 	<ul style="list-style-type: none"> -Dress for the weather -Line up quietly, use line basics -Return equipment 	<ul style="list-style-type: none"> -Do the deed with care and speed -Flush and wash -Leave no trace
Be Respectful	<ul style="list-style-type: none"> -Whisper voice -Hold playground equipment inside the building -Keep feet quiet, but moving 	<ul style="list-style-type: none"> -Leave no trace -Use soft indoor voice -Listen to lunch supervisors -Raise hand for assistance or permission to leave -Use good manners 	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Use kind words -Treat others the way you want to be treated 	<ul style="list-style-type: none"> -Give privacy to others -Silent voices -Quietly wait your turn -Respect school property -Use only what you need
Be Safe	<ul style="list-style-type: none"> -Walk on the right side of the hall -Hands at your side 	<ul style="list-style-type: none"> -Walk -Remain seated until given permission -Use line basics while waiting for food 	<ul style="list-style-type: none"> -Be a good sport -Use equipment safely -Stay in safe zones -Follow the snow rules -Get help when needed 	<ul style="list-style-type: none"> -Keep water in sink -Report problems to an adult

	Bus	Assemblies	Field Trips	Arrival/Depart
Be Ready	<ul style="list-style-type: none"> -Bring all objects with you when you get on and off -Be prepared to exit 	<ul style="list-style-type: none"> -Arrive on time -Line Basics -Body Basics 	<ul style="list-style-type: none"> -Arrive on time -Bring your lunch -Leave on time -Dress appropriately 	<ul style="list-style-type: none"> -Arrive on time -Go to class quickly and safely -Line Basics -Leave on time
Be Respectful	<ul style="list-style-type: none"> -Use appropriate language -Use quiet voices -Keep hands, feet, and objects to yourself -Listen to the bus driver -Respect bus property 	<ul style="list-style-type: none"> -Whole body listening -Respond positively to speaker -Use appropriate applause 	<ul style="list-style-type: none"> -Be polite -Listen and learn -Leave no trace 	<ul style="list-style-type: none"> -Soft indoor voice -Be Patient -Leave no trace -Body Basics
Be Safe	<ul style="list-style-type: none"> -Remain seated -Face forward -Keep aisle clear -Report unsafe behaviors to bus driver 	<ul style="list-style-type: none"> -Walk in/walk out in an orderly manner -Wait for permission to leave 	<ul style="list-style-type: none"> -Stay with group -Listen to group leader -Follow rules on location 	<ul style="list-style-type: none"> -Walk to arranged meeting place -Watch for traffic

Dear parents and guardians,

At The School District of North Fond du Lac, we use G Suite for Education (GSFE), and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At The School District of North Fond du Lac, students will use their G Suite accounts to complete assignments, communicate with their teachers, collaborate with peers, and sign into other educationally appropriate systems, while also learning 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create/or remove a G Suite for Education account for your child. *Please be aware that without a GSFE account your student(s) will be required to finish work and access classroom materials which may require additional software and/or hardware. Also, your student(s) will lack the collaborative capabilities we strive to create here in Oriole Nation.*

I give permission for The School District of North Fond du Lac to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Aaron Sadoff - Superintendent

Dan Sitter - IM-IT Coordinator

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- YouTube
- Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, The School District of North Fond du Lac may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and

cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With The School District of North Fond du Lac. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.
protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Daniel Sitter - IM-IT Coordinator at dsitter@nfdlschools.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Dan Sitter dsitter@nfdlschools.org. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

School District of North Fond du Lac Unpaid Meal Charges

The Board shall establish a policy to maintain control over meal accounts which are not kept at a positive balance.

Fiscal management

The Board shall establish food service meal prices annually with the school nutrition director, district administrator, and Federal and State guidelines. The determined price will ensure the food service program is not dependent upon the general fund for direct operational outlays.

School meal fees will be collected in accordance with legal requirements and established school district procedures. Free and reduced meal applications will be available to parents/guardians throughout the school year and will be offered as a resource to families. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Other students must also be provided a meal if they have the money in hand to pay for a current day's meal, even if their food service fee account includes a negative balance. USDA regulations do allow students other than those who qualify for free meals to be denied a meal if their account balance is negative and they do not have money in hand necessary to pay for a current day's meal.

The School District of North Fond du Lac will follow a prepayment system for school meals, milk break, and ala carte. Prepaying for meals prior to them being eaten is required.

Student School Nutrition Unpaid Meal Charges Policy is as follows:

1. Parents/Guardians are responsible for keeping money in their child(ren's) account to pay for meals. Maintaining a positive balance will prevent the district from having to use the next steps.
2. Students accounts will be reviewed daily, and notifications sent out daily via phone when balances fall below zero.
3. If a student account falls below -\$5.00 the student will receive peanut butter crackers, milk, and a fruit.
4. If a student repeatedly or continuously has a negative balance, and the parent fails to provide a cold lunch or lunch money, in accordance with state statutes as a mandatory reporter, school district personnel shall intercede on behalf of the student(s) by filing a report with the Department of Human Services.

Uncollected Balances: Administrators are expected to protect taxpayers of the district by making reasonable effort to collect all delinquent food service charges. If there are any unpaid meal charges at the end of the school year, they will carryover with the student to the new school year. Graduating seniors must have their lunch account paid in full before participating in the graduation ceremonies.

Nondiscrimination Statement: This institution is an equal opportunity provider.

2018-2019

I have read and discussed the Friendship Learning Center handbook with my child.

I understand and consent to the responsibilities outlined within.

This handbook was approved by the North Fond du Lac School District Board of Education on July 23, 2018.

Print Name of Student

Signature of parent

Date

COMMENTS: