

# **Friendship Learning Center 2019-2020 Student Handbook**



**Working  
Together for the  
Success of All**

**Friendship Learning Center  
1098 Prospect Avenue  
North Fond du Lac, WI 54937  
(920)929-3757**

**K-5 School Start Time 8:45 a.m.  
K-5 School Dismissal Time 3:45 p.m.**

Dear Friendship Families,

On behalf of Friendship Learning Center, a Wisconsin Department of Public Instruction and Wisconsin RtI Center 2018-2019 Silver Level School of Recognition for Behavior, I would like to welcome you to our 2019-2020 school year. We value positive relationships with our students and families, as we know that the work we do cannot be done in isolation. We are very excited about starting a new year of learning together!

Some of the procedures detailed in this year's handbook are different than they have been in the past, especially as they relate to school schedules and lunch/recess times, so I encourage even those of you who have been caregivers of Friendship students for several years to spend some time reviewing the information in this handbook. This handbook will remain available throughout the year on our school website; copies will be available in the office upon request.

At its best, the education of a child is a collaborative effort between home and school. With that in mind, I encourage you to take time to be an active participant in your child's education: have an occasional lunch at FLC, chaperone your child's field trip, attend our monthly Family Engagement nights, build a positive relationship with your child's teacher, and engage your child in conversations about what (and how) he or she is doing in school. Your involvement in the educational process sends a lasting message to your children that you care about them and that their academic, social and emotional learning are important to you.

I also encourage you to contact us with any concerns or suggestions to make us stronger. If you wish to meet with teachers or staff in person, we are able to provide the best service and response time when we know in advance and can arrange a convenient time that works for all.

To effectively serve our students, families and staff, we have organized the Kindergarten-5th Grade administrative and support team as follows:

As the K-5 principal, you will see me interacting with families and students at arrival, dismissal, and school-wide and family events. My primary responsibility is instructional leadership: sustaining a school vision focused on growth, proficiency and a positive culture for students, families, staff and our local community; developing teacher leadership and best practices; cultivating a high-performing learning community for students and adults; using data to inform instructional decisions; monitoring curriculum and instructional practices; and ensuring that physical space meets the needs of our learning community. In serving teachers and aides directly, I help create the environment and provide the resources that empower school personnel to serve your children best. I can be reached at [kpatten@nfdlschools.org](mailto:kpatten@nfdlschools.org) or (920)929-3757 x3004.

Mrs. Kathy Rashid and Ms. Consuelo Hernandez share reception and front office duties: greeting visitors; taking calls for late arrivals/early release and absences; screening calls for teachers and staff during student contact time; processing registrations and payments; and supporting the overall operations of Friendship Learning Center. Mrs. Rashid can be reached at [krashid@nfdlschools.org](mailto:krashid@nfdlschools.org) or (920)929-3757 x3001 and Ms. Hernandez can be reached at [chernandez@nfdlschools.org](mailto:chernandez@nfdlschools.org) or (920)929-3757 x3002.

Mrs. Lauren Biolo, Dean of Students, will be the primary contact for supporting student expectations, including arrival/dismissal, breakfast/lunch/recess, safety drills, busing, attendance and behaviors. She is also a co-director of our before and after school program, E3. Mrs. Biolo can be reached at [lbiolo@nfdlschools.org](mailto:lbiolo@nfdlschools.org) or (920)929-3757 x3005.

Mrs. Rachel Polacek, School Psychologist, is new to our team this year. Her primary responsibilities are supporting adults and students to identify and resolve lagging skills and unsolved problems; serving as a liaison between school and health providers (including processing teacher rating scales); conducting psychometric testing related to possible barriers that impact learning; and serving students, families and faculty through initial evaluation for services that may be included in 504 Plans or Individualized Education Plans (IEPs). Mrs. Polacek can be reached at [rpolacek@nfdlschools.org](mailto:rpolacek@nfdlschools.org) or at (920)929-3757 x3006.

Mrs. Erica Harbath, School Counselor, will deliver guidance and social/emotional learning curriculum to K-5 students, facilitate small groups and work 1:1 with students to support healthy social/emotional growth. She also serves families in transition and coordinates with area resources to meet the needs of all students and their families. Mrs. Harbath can be reached at [eharbath@nfdlschools.org](mailto:eharbath@nfdlschools.org) or (920)929-3757 x3007.

Mrs. Julie Shafer, LPN, is our on-site School Nurse, as part of a team that includes our District Nurse, Bridgett Amadon, BSN, RN. Our nursing team assists with medication disbursement, treating minor injuries, determining student fitness for attendance, managing Individual Health Plans (IHPs) and communicating between school, home and health providers. Nurse Shafer can be reached at (920)929-3757 x3008 or [jshafer@nfdlschools.org](mailto:jshafer@nfdlschools.org). Nurse Amadon can be reached at [bamadon@nfdlschools.org](mailto:bamadon@nfdlschools.org).

Mrs. Judy McKeough, K-5 Program Support, assists students, families, faculty and case managers with services related to Individualized Education Plans (IEPs). She is also a co-director of E3. Mrs. McKeough can be reached at [jmckeough@nfdlschools.org](mailto:jmckeough@nfdlschools.org) or (920)929-3757 x3003.

We all look forward to building a strong partnership with you to best meet your child's needs.

Yours in Education,



Kerri jo Patten  
Principal, Friendship Learning Center

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## **DISTRICT MISSION 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.

## **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 you **do not** consent 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 in writing. Kindly send a letter to the principal to indicate that you do not wish to have your child included in the publicity.

## **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.

## **STUDENT HARASSMENT PROHIBITED**

The School District 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 shall immediately report the harassment to the Dean of Students, School Counselor or any other adult employee. Verbal complaints will be handled informally by the staff. If a written account of the incident is provided to the administrative team, 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 to change behavior, 3) conference with the student and parent/guardian and/or 4) suspension. Any harassment covered by municipal or state law may also be referred to the North Fond du Lac Police Department.

Any questions regarding this policy should be directed to:

Mrs. Christine Schultz

1115 Thurke Avenue

North Fond du Lac, WI 54937

Office Phone: 920-929-3750

ext 6143

[cschultz@nfdlschools.org](mailto:cschultz@nfdlschools.org)

## *SCHOOL DISTRICT OF NORTH FOND DU LAC – ADMINISTRATORS*

|   |  |  |
|---|--|--|
| <p><b><i>School District</i></b><br/> <b><u>Mr. Aaron Sadoff</u></b><br/>                 District School Office<br/>                 1115 Thurke Avenue<br/>                 North Fond du Lac, WI 54937<br/>                 Office Phone: (920) 929-3750<br/> <a href="mailto:asadoff@nfdlschools.org">asadoff@nfdlschools.org</a></p>                           | <p><b><i>Friendship Learning Center</i></b><br/> <b><u>Mrs. Kerri jo Patten</u></b><br/>                 Friendship Learning Center<br/>                 1098 Prospect Avenue<br/>                 North Fond du Lac, WI 54937<br/>                 Office Phone: (920) 929-3757<br/> <a href="mailto:kpatten@nfdlschools.org">kpatten@nfdlschools.org</a></p> | <p><b><i>Bessie Allen Middle School</i></b><br/> <b><u>Mr. Mike González</u></b><br/>                 Bessie Allen Middle School<br/>                 305 McKinley Street<br/>                 North Fond du Lac, WI 54937<br/>                 Office Phone: (920) 929-3754<br/> <a href="mailto:mgonzalez@nfdlschools.org">mgonzalez@nfdlschools.org</a></p> |
| <p><b><i>Horace Mann High School</i></b><br/> <b><u>Ms. Samantha McGill-Freimund</u></b><br/>                 Horace Mann High School<br/>                 325 McKinley Street<br/>                 North Fond du Lac, WI 54937<br/>                 Office Phone: (920) 929-3740<br/> <a href="mailto:sfreimund@nfdlschools.org">sfreimund@nfdlschools.org</a></p> | <p><b><i>Pupil Services</i></b><br/> <b><u>Mrs. Christine Schultz</u></b><br/>                 Student Services<br/>                 1115 Thurke Avenue<br/>                 Office Phone: 920-929-3750<br/>                 ext 6143<br/> <a href="mailto:cschultz@nfdlschools.org">cschultz@nfdlschools.org</a></p>  | <p><b><i>Teaching and Learning</i></b><br/> <b><u>Mr. Adam Broten</u></b><br/>                 Location and Phone: TBD<br/> <a href="mailto:abroten@nfdlschools.org">abroten@nfdlschools.org</a></p>   |

### **Office Hours: All District Buildings**

|   |                    |
|---|--------------------|
| District Office - 1115 Thurke Avenue                | 8:00 AM to 4:00 PM |
| Friendship Elementary School - 1098 Prospect Avenue | 7:45 AM to 4:15 PM |
| Bessie Allen Middle School - 305 McKinley Street    | 7:30 AM to 4:00 PM |
| Horace Mann High School - 325 McKinley Street       | 7:30 AM to 4:00 PM |

## **BOARD OF EDUCATION - MEMBERS**

|                                    |                              |  |
|------------------------------------|------------------------------|--|
| <b><i>Pete Chisholm</i></b>        | <b><i>President</i></b>      | <a href="mailto:pchisholm@nfdlschools.org">pchisholm@nfdlschools.org</a>       |
| <b><i>Stephen Hock</i></b>         | <b><i>Vice President</i></b> | <a href="mailto:shock@nfdlschools.org">shock@nfdlschools.org</a>               |
| <b><i>Dr. Vickie Goldapske</i></b> | <b><i>Clerk</i></b>          | <a href="mailto:vgoldapske@nfdlschools.org">vgoldapske@nfdlschools.org</a>     |
| <b><i>Shawn Pollack</i></b>        | <b><i>Member</i></b>         | <a href="mailto:spollackl@nfdlschools.org">spollackl@nfdlschools.org</a>       |
| <b><i>Paula Stettbacher</i></b>    | <b><i>Treasurer</i></b>      | <a href="mailto:pstettbacher@nfdlschools.org">pstettbacher@nfdlschools.org</a> |

## **GUIDE TO ADDRESS CLASSROOM/LEARNING QUESTIONS OR CONCERNS**

When a parent/guardian has a school-related question or concern, the most efficient resolution can be found by communicating directly with the staff member working with your child. Please know that, for privacy reasons, school personnel are not able to discuss or share information about any child other than your own, even if another child is part of a concern that relates to your child. Teachers are unable to share contact information for other families, and will hand out party invitations only if the entire class is invited. FLC Teachers can best be reached via email, which is the teacher's first initial and full last name @nfdlschools.org (Jane Smith = [jsmith@nfdlschools.org](mailto:jsmith@nfdlschools.org)).

|   |                   |                             |                        |                      |                              |
|---|-------------------|-----------------------------|------------------------|----------------------|------------------------------|
| Kindergarten  | Lauren Guelig     | Jen Gilbertson              | Gail Hock              | Terri Jagodzinski    | Patti Milanowski             |
| Grade 1   | Ann Bartelt       | Joelle Drew                 | Jamie Johnson          | Deanna Lemke         | Katie Strobel                |
| Grade 2   | Amy Baumhardt     | Jenni DalleNogare           | Jenny Grafton          | Erin Luther          | Amy Walters                  |
| Grade 3   | Katie Baumgartner | Amber Coats                 | Jackie Krupp           | Rashelle McCallum    |                              |
| Grade 4   | Pam Ciha          | Ashley Kreiter              | Tammy Rademann         | Nate TeStroete       |                              |
| Grade 5   | Kim Jodarski      | Julie Kremer                | Carol McCarthy         | Noelle Pelot         |                              |
| Encore  | Jane Mongin (Art) | Amanda Weed (Art)           | Heather Fauska (Music) | Matt Jahnke (Phy Ed) | Chrissy Wolter (Adaptive PE) |
| Student Services:<br>Special Education,<br>Intervention and<br>English Language<br>Learning | Amanda Weed       | Teri Grabbe                 | Alaina Haubrich        | Rachel Martinez      | Lindsey Pietrowski           |
|   | Kathyrn Larson    | Margaret Logemann (Reading) | Morgan Pelot (ELL)     |                      |                              |
| OT/PT/Speech  | Lucas Baker       | Karen Bartelt               | Julie Jacobs           | Colleen Anhalt       | Haley Dahlke                 |

## **ELEMENTARY PLAYGROUNDS**

The FLC playgrounds are reserved between 7:00 a.m. to 6:00 p.m. due to our before and after school programming (E3). Families are welcome to enjoy the playground after 6:00 p.m. on school days, and at any time on weekends or non-school days. Children under the age of 12 must be actively supervised by an adult, and everyone is expected to follow school expectations for playground use at all times. This protects the investment made by our community and shows respect for our school and neighbors.



## **SCHOOL ARRIVAL AND DEPARTURE ROUTES**

The preferred method for students not arriving or departing by bus is either via the Prospect Avenue lot or, for walkers, by crossing Thurke with crossing guard assistance. Students and caregivers using the Thurke and Polk Avenue boundaries are expected to use sidewalks and crosswalks for arrival and dismissal if not using the family parking lot off Prospect Avenue. Please respect our neighbors and refrain from walking along the fenceline or cutting through their private property. Avoid crossing in the middle of the road due to the amount of traffic and blind spots created by parked cars. Adults, before leaving your vehicle, please check to ensure your vehicle is not blocking or overhanging private driveways and is at least 85' away from any intersection on Thurke, Polk or Prospect Avenues.

## **DAILY SCHEDULE (NEW Arrival/Breakfast/Lunch/Recess/Dismissal TIMES)**

Teachers will arrive at school by 8:00 each day in order to participate in professional learning and planning meetings for the first thirty minutes of the day; although they are in the building, they will not be available at this time for supervision or unplanned meetings. We will have supervisory aides present starting at 8:30 each day, and they will open the gates to the playground at that time for student arrival. Students who are having breakfast at school will be able to enter the cafeteria at 8:30 as well, and should join their classroom line at 8:45 or be in their classroom seated and ready by 8:50.

Teachers and members of the administration and support team will transition to the playground for supervision and morning greetings by 8:35 and will escort all students from their classroom lines into the building with the 8:45 bell. **We do not have staff available to provide supervision prior to 8:30, so please plan your drop off accordingly.** For families who need an earlier arrival time, we do offer E3 which starts at 7:15 daily (students must be enrolled, attend on a regular basis, and follow all school expectations in order to participate, but there is no cost to families for this service).

Each classroom will have a designated line for students to gather with their teacher each day; the playground and equipment will be used for recess only. This helps greatly in starting and ending each child's day in a safe and orderly manner. Classes will be escorted out to the classroom lines by teachers at 3:45 daily. Caregivers should park in the lot off of Prospect Ave. and meet their child on the blacktop, as we will not send children to vehicles for any reason; buses depart from Thurke Ave. to reduce traffic. We also offer after school E3 Monday-Thursday from 3:45-5:30. Please see the E3 link on our website.

New this year, each grade level will have their own lunch period and two recesses. Serving one grade level at a time reduces wait time for food service, giving students more time at the table to eat. Each grade level has a recess immediately following lunch, and an additional morning or afternoon recess.

|              | Grade Level Lunch | Post-Lunch Recess | Additional Recess |
|--------------|-------------------|-------------------|-------------------|
| Kindergarten | 11:20-11:40       | 11:40-12:00       | 1:20-1:40         |
| 1st Grade    | 11:40-12:00       | 12:00-12:20       | 9:40-10:00        |
| 2nd Grade    | 12:00-12:20       | 12:20-12:40       | 10:40-11:00       |
| 3rd Grade    | 11:00-11:20       | 11:20-11:40       | 1:40-2:00         |
| 4th Grade    | 12:20-12:40       | 12:40-1:00        | 2:40-3:00         |
| 5th Grade    | 12:40-1:00        | 1:00-1:20         | 2:20-2:40         |

## **MEAL PROGRAMS**

**BREAKFAST** is served daily starting at 8:30am in the FLC cafeteria. Breakfast is \$8.00 per week, or \$1.60 per day (free and reduced eligibility is 30¢ per day). Only those students eating breakfast should be in the cafeteria. All other students arriving between 8:30-8:45 must remain on the blacktop.

**LUNCH** is served in the cafeteria for all grades. Students with a bag lunch may purchase milk (semester price is \$27.00; by the ½ pint is 30¢ per day) or hot lunch. Milk is already included in hot lunch pricing of \$13.00 per week, or \$2.60 per day (free and reduced eligibility is 40¢ per day).

A family's breakfast/lunch/milk account may be added to any day of the week by depositing money in an envelope labeled as Aramark/Food Service along with the student's name and teacher/grade. It is also possible to use a credit card through an account set up on Skyward Family Access website.

### **School District of North Fond du Lac Policy on Unpaid Meal Charges**

The Board establishes 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 may receive peanut butter crackers, milk, and fruit.
4. If a student repeatedly or continuously has a negative balance, and the parent/guardian 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.

### **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 classroom teacher for safekeeping.

### **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 a current copy 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 at the time of the event is not feasible for the office staff and could result in a delay of services.

### **PICKING UP CHILDREN FROM SCHOOL DURING SCHOOL HOURS**

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

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.

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 parental rights.

## **ATTENDANCE/ABSENCES**

The District of North Fond du Lac is proud of our students' high attendance rates, and appreciate families recognizing that attendance is critical to academic success. If students are ill or there is a reasonable excuse for their absence, please contact the office to make sure our records reflect their absence as excused. Schools are required to report the numbers of both excused and unexcused absences each year to the Department of Public Instruction.

If a student arrives late to school, he/she should report to the office before going to class. **On days that your child will be late or must be absent, please call the office at (920)929-3757 before 9:00 a.m. to speak with Ms. 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.

**NOTE: As per Wis. Stat. Act 239 and Wis. Stat. 118.15/16, students will be allowed up to TEN (10) excused absences in a school year for any reason, as long as parents/guardians provide written notification to the attendance office. After ten parent/guardian authorized absences, only absences for documented medical or legal appointments will be excused. Failure to provide this documentation will result in the absence being considered unexcused. It is the school administration's responsibility to determine further absences beyond the limit of ten as excused or unexcused. Those decisions will be determined on the basis of school regulations and individual circumstances.**

*Excused Absence:* State law currently permits parents/guardians the right to excuse a student absence for any reason for part or all of up to 5 days during a school semester, and up to 10 days of absence during a school year before such absences are considered unexcused. For attendance purposes, the 1st Semester of the 2019-2020 school year will run September 3, 2019-January 23, 2020, and the 2nd Semester will run January 27, 2020-June 4, 2020. Partial days will be recorded as such: present for 2 hours or less between the hours of 8:45-3:45 = full day absence; present for more than 2 hours but less than 4.25 hours = half day absence; present for 4.25 hours or more = no absence.

*Truancy:* State law currently permits 10 days of absence during a school year before such absences are considered unexcused. Wisconsin Act 239 and Municipal Code 15.08 (5) defines a habitual truant as a student who is absent without an acceptable excuse **for part or all of any 5 or more days during a school semester**. Students arriving late to school (15 minutes or more without an acceptable excuse, or more than 15 minutes late, 5 times in a semester, regardless of excuse) are also considered truant. Parents/guardians of students who are truant will be contacted by our Dean of Students via phone or mail, and she will determine appropriate action to handle multiple or frequent absences. Actions may include reminders, caregiver meetings, referral to the School Resource Officer, home visits, simple truancy citations or habitual truancy meetings. Families with students who are open enrolled may have their enrollment revoked.

*Tardies:* Students arriving late (within the first 15 minutes of school) are considered tardy. Students arriving late to school (15 minutes or more without an acceptable excuse, or more than 5 times in a semester, regardless of excuse) are also considered truant. The Dean of Students and School Counselor will work with families to determine appropriate action to handle multiple or frequent tardies. Actions may include wake up calls, alternate transportation plans, home visits, recommendation for E3 and/or breakfast at school or simple truancy citation. Students arriving on a late bus will not be marked tardy.

**It's important that families understand attendance policies. For attendance questions or concerns, please contact Lauren Biolo, Dean of Students at (920)929-3750 x3005.**

## **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 caregiver-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 because staff will be occupied with making calls out or updating information. If you haven't received a call, look for information on our district website, Twitter (@nfdlschools) or Facebook (NFDL Schools). Teachers/staff may make a video too!

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 should follow the set plan. Because children, especially elementary children, need the security of a regular plan, PHONING HOME BY THE STUDENT OR CALL-INS BY THE CAREGIVERS 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.

## **MESSAGES AND STUDENT CALLS**

In cases of a personal 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 and the phone number at which you can be reached. Your child will call you back as soon as possible.

If, in the opinion of a staff member, your child is considered seriously ill or injured, you will be called and advised of the condition. We will refer to your child's emergency data card for any needed phone numbers. If it is an extreme emergency, an ambulance will be called immediately, followed by notification of parent/guardian or other contacts.

We strongly discourage children calling home because they forgot something, because they wish to go home with someone else, or because of the weather.

## **CELL PHONES**

Phones are available for students to use for emergency purposes anytime during the day in the main office. We are aware that some students may carry cell phones to keep in touch with caregivers 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.

## **SAFETY**

The School District of North Fond du Lac considers the safety of students and staff their highest priority and has developed strong crisis plans and procedures for our schools. Although we hope we will never need to activate these procedures, we conduct regular drills and review our plans annually.

## **SCHOOL VISITOR AND VOLUNTEER BACKGROUND CHECKS**

It is a school board policy that ALL VISITORS and VOLUNTEERS, including parents and guardians, register at the school office before entering the building for any purpose. Our elementary school is open to visitors when school is in session, and your visits are always welcome. Please use the front door by the office, as 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. New for the 2019-2020 school year, all North Fond du Lac schools will be using the Raptor Visitor and Volunteer Management System, which requires each of our guests to present a state ID or driver's license that will be scanned and compared to national law enforcement and school databases prior to granting access beyond the secure vestibule. While this may seem intrusive or unwelcoming, it has been deemed appropriate and necessary as a means to provide a safe and secure environment for everyone, and we appreciate your understanding and cooperation with this policy. All exterior doors are locked and must remain locked throughout the day in order to keep our building secure.

## **SEVERE WEATHER WATCH/WARNING, INCLUDING TORNADOES**

The school has pre-planned places of sanctuary for all students and staff during tornadoes or other severe weather. The students will be instructed as to the procedures to follow as part of their disaster training. After a TORNADO WARNING has been issued, no students will be released under any circumstance until the WARNING has been lifted, regardless of time; in school is safer than in transit.

Again, parents are asked to not call the school in times of weather warnings or watches so that the phone lines can be kept open for emergency school information. Parents should not attempt to pick up a student during a tornado warning, as we are sheltered in place and unable to let anyone in or out of the building.

## **FIRE DRILLS AND EMERGENCY EVACUATIONS**

Friendship Learning Center, as all other schools, holds fire, emergency, evacuation, and heightened caution drills annually to teach the students and staff proper procedures to exit the building safely.

When it pertains to these safety drills, teachers and/or staff will give more complete directions as they pertain to both the specific situation at hand and the particular rooms that the students are occupying during the day.

In case of an actual emergency, such as fire, disaster, or building-related malfunction, the student body will report to the safe location until a decision can be made as to whether school can continue or will be dismissed. If school is dismissed, a parent alert will be issued and the school buses will take the bus students home on the regular routes, while walkers will be instructed to proceed directly to their homes. Teachers will wait with students who are generally designated for parent pickup until parent or designee arrives.

The School District of North Fond du Lac employs ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) as its school safety response to the unlikely event of aggressive intruders or active shooters on any of our campuses.

The ALICE training program is designed to supplement current “Lockdown” or “Secure-in-Place” procedures used frequently in schools as a stand-alone defensive strategy for an extremely violent attack. Recent events have dictated the need of enhanced options provided to building occupants to increase their chances of surviving a horrific event.

Please do not call the school during a suspected emergency because the phone lines must be kept open for calls to emergency services. Additionally, please do not come to the school campus or attempt to meet up with or intercept your child. Stations, KFIZ, WFDL, WFON, WPKR, WOSH, FOX 11 TV, and TV 26, will be kept informed of all situations and they will relay the information over the air.

### **FIRST AID FOR INJURY OR ILLNESS**

In case of an accident, injury or illness, a student should immediately report the situation to the adult in charge or to the office. The office has primary first aid supplies available for most common problems. 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 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 parent/guardian will be called and advised of the situation. If it is not possible to reach the parents/guardians or the second or third party listed on the child’s emergency card, an outside medical person or agency will be called for advice or care. Additionally, several staff members are trained in first-aid and the use of an AED device; FLC contains three such devices. The Fond du Lac Public Health Nursing Department services routine medical concerns, and the North Fond du Lac Emergency Services are also on call.

The school will complete an accident and/or injury report for each accident. Unless your child reports an accident or injury promptly, the school will not have any source of information to help you in reporting to an insurance carrier.

### **RETURNING TO SCHOOL FOLLOWING AN ILLNESS**

There are times when caregivers 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:

A child’s temperature has been normal for 24 hours before returning to school after a fever or illness

A child has been free from 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

### **MEDICATION**

Students who need to take prescription medication at school must have the appropriate form **signed by the physician and parent/guardian** 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 Families,

Our policy is 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 (920)929-3757.

Sincerely,  
Bridgett Amadon, School Nurse

### **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 send home notices explaining that such material will be covered. You are encouraged to view the materials at school. State law provides parents/guardians with the opportunity to exempt their child from participation in part or all of the 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 the school nurse or teacher in writing.

### **SPECIAL OCCASION TREATS AND PARTIES**

Birthday and special occasion treats are permitted when they are provided and offered to all students in a class. Students/caregivers are to check with teachers before bringing a treat to school to ensure any allergies and restrictions are addressed. Teachers are unable to share contact information for other families, and will hand out party invitations only if the entire class is invited.

### **STUDENT REPORT CARDS & PARENT/GUARDIAN COMMUNICATION**

Parents/Guardians will receive written information about student progress three times each school year. A conference is scheduled for all students following the first and second reporting period, and upon parent/guardian request at any time throughout the school year. Teachers are also expected to have ongoing communication with parents/guardians via email, the Remind app, telephone or classroom/grade level newsletters.



Parents/Guardians 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 first be directed to the child's teacher and as early in the school year as possible (see teacher contact information on page 7).

Proactive home/school communication directed towards the betterment of the child's experience in school, home and the community is an important part of the education process. Please keep an open mind and be sensitive to the intent of teachers who may have to communicate information that can be as difficult to share as it is for you to hear. We all hold each child's best interest and well-being at heart.

### **DISTRICT HOMEWORK GUIDELINES**

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.

For students in Kindergarten through 5th Grade, homework may include reading silently, reading out loud, or having someone read to them; practicing handwriting; and working on number sense, measurement, algebraic thinking, or math fact automaticity.

#### **HOMEWORK EXPECTATIONS:**

Kindergarten = up to 30 minutes per night

Grades 1-3 = up to 45 minutes per night

Grades 4-5 = up to 60 minutes per night

### **SCHOOL ATTIRE**

Students should come dressed prepared for the normal activities of school, including art, physical education, and recess. 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 not wear dangling or large earrings that can be caught during play or physical education

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.

Periodically we have "dressy" days when we have our school pictures taken, have programs, etc. We make all attempts to 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 you can make proper clothing choices.

Layers and outerwear should be clearly labeled with the child's name when possible. In the event students report a loss of clothing or personal items, the child should check lost-and-found. Adults can visit our website for online lost-and-found picture directories that we upload throughout the year.

## 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. Expectations are:

Be Ready

Be Respectful

Be Safe

These expectations are universal in all areas of our school, and for all students, teachers, caregivers, and visitors. Your child will come to know and understand these expectations within the first few days of school and will participate in booster activities throughout the school year. 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 unexpected behaviors take place. With the Oriole Way, unexpected behaviors 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/guardian, 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.

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

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

### **GENERAL SCHOOL MANNERS**

Showing respect to **ALL** students and adults is expected from **EVERY** student and adult

Students should walk through the hallways quietly so as not to disturb others

Students should only run, skip, or jump in the halls when using the sensory path with adult supervision or working with a Teacher, Occupational or Physical Therapist

Students should only handle objects that belong to them

Students should receive permission from an adult before leaving their learning space

Students should dress appropriately for the weather conditions, as failure to wear appropriate outdoor wear will not excuse a student from participating in outdoor recess

Students should use respectful language and avoid the use of spoken or written profanity

Students should seek teacher permission or confirm the teacher is aware of an accommodation plan before chewing gum during school hours

## **TRANSPORTATION POLICIES AND EXPECTATIONS**

Bus Routes will be drawn up by Johnson 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, and 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 will make all arrangements and will notify all concerned persons. Students must have written approval from their parent/guardian, as well as the Dean of Students, in order to ride a bus route to which they are not assigned (i.e., when visiting a friend's home).

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 NEVER run along side of a moving bus.

### Rider Expectations Provided by Johnson Bus Company

- \*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 noises or unnecessary confusion that might divert the drivers attention 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. Johnson Bus Company does maintain a "lost and found" at their garage.
- \*Animals, pets and non-riders (including parents or other adults) are never permitted to be 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 submit the names of any riders who violate the rules to Johnson Bus Company, who will in turn notify the Dean of Students for disciplinary action which may include suspending a child's riding privileges. In this case, the child's family will be responsible for providing reliable daily transportation to and from school until such time that the student's riding privileges are restored.

#### **BICYCLE RIDING & ROLLERBLADING**

Parents/guardians should personally and thoroughly study the traffic patterns around the school during arrival and dismissal 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 (Broadway & Thurke)

Bikes must be walked once on school grounds, placed into the racks immediately on arrival and locked until school is dismissed

The school is not responsible for the tampering with or removal of accessories and equipment

Skateboards/Scooters should be walked while on school property, and carried in to be stored in student lockers or brought to the office at the beginning of the school day

Bike riding and rollerblading on school grounds is only allowed after 6:00 p.m. during school days, and as posted or stated in village ordinance for non-school days

#### **PLAYGROUND EXPECTATIONS**

Students and other children should not access the playground before or after school unless they are participating in and supervised by staff working E3.

Children may access the playground during recesses and are to play only in designated in-bound areas.

In case of inclement weather, a bell and/or announcement will be made at 8:30 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, temperatures below zero, or other conditions considered too severe for the children to safely remain outside.

Children who are not in the building to eat breakfast should wait on the blacktop and not come into school before the bells ring at 8:45, except for an emergency (injury or illness), during inclement weather, or with permission of a teacher or playground supervisor. Children who finish eating breakfast before 8:45 are expected to exit the building to join their classroom line on the blacktop.

Students should not bring bats or hard balls to school. Foam or nerf footballs are acceptable. Balls are to be used only for organized play that any child can choose to participate in.

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.

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.

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

Students should not attempt to or lift or carry other students.

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

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

Students must receive permission from the 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.

Any accident should be reported immediately to the supervisor on duty, even if it seems minor at first.

The following are examples of specific expectations 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 swings. Students should swing back and forth only, not side-to-side twisting.

- No playing tag on or around the equipment

The following are examples of specific expectations 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 students to leave the blacktop area when there is snow cover

- 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 or snow mounds is not allowed unless being supervised by an adult

Additional expectations are shared with students throughout the year, and will be posted outdoors.

\*Smoking and/or carrying matches or lighters by students or adults anywhere 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 prohibited by school board policy at all times while on school property

\*Pets, including comfort animals, are not permitted on school property during arrival and dismissal unless they are able to safely remain in a vehicle

### **LIBRARY POLICY**

The school library is available to students 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. 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, may be 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 may be sent to the parent/guardian. Full replacement cost will be charged for lost or damaged items. If a lost item is found later, payment will be applied as a credit to your child's school account.

### **ELECTRONIC DEVICES**

Many children have access to iPods, MP3 Players and other electronic devices. It is common for students to want 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. Personal electronic devices are not to be used during recess times.

### **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. 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, depending on the nature of the network misuse.

### **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, caregivers, 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 caregivers 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 Caregivers:**

- Nutrition education will be provided to caregivers beginning at the elementary level. The goal will be to continue to educate caregivers 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 caregivers 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 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, Onion, Bean)
- 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