

HORACE MANN HIGH SCHOOL

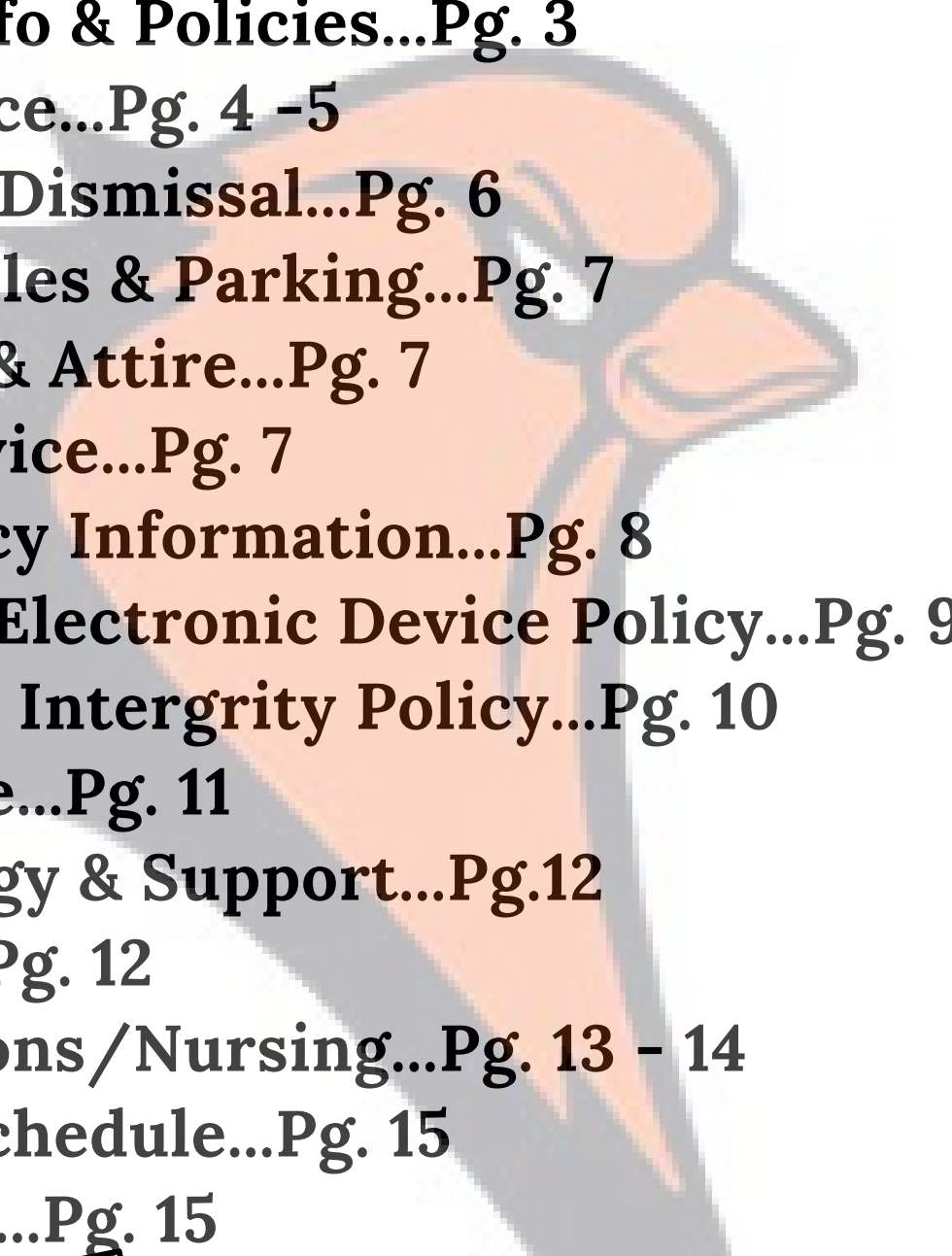
HANDBOOK 24-25



ORIOLES

WE ARE ONE

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Our Culture is the heart of our school system and the foundation on which our education community is built. It is not a document that hangs on the wall. Culture is what we believe, how we behave and the experience our behavior produces for others.

Written statements help clarify the culture, but documents don't build culture...**our actions do.**

H M H S Information and Policies

Policies

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 they have been subjected to harassment shall immediately report the harassment to the Assistant Principal, 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.

Horace Mann High School Contacts

Main Office

325 McKinley Street
NFDL, WI 54937
(920) 929-3740

Office Hours:

7:30am - 3:30pm

School Hours:

8:00am - 3:15 pm

Administrative

Secretaries

Becky Marquart:
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Sue Immel:

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Sam Flood:

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Principal:

Duane Hartkopf

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District Activities

Director:

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jgordon@nfdlschools.org

Dean of Students:

Carrie Nitz

920-929-3740
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Counselors:

Jenny Stahl

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WE ARE

ONE

We are stronger as one! We engage in making each other better while celebrating our uniqueness. We understand and support **each other's story** to **build empathy** and **respond** to events in a way that makes us better.

Attendance

Per Wis. Stat. Act 239 and Wis. Stat. 118.15/16, students will be allowed up to TEN excused absences in a school year.

Absences

If your child is going to be absent from school, for any reason, please contact the school office at 920-929-3740.

Your child is allowed to miss up to 10 school days over the course of the school year.

If your child has to miss school due to a medical or therapy appointment, the absence will be considered medically excused, and therefore will not count towards the 10 allowable absences for the school year; a medical note from the provider will need to be provided in order for us to mark it as medically excused.

If a parent obtains a note from the doctor but they were not seen, the school does not need to accept that as a medical excuse. Talk with your school nurse or principal if you have any questions.

If your child was at school and sent home by the nurse, the day will not count towards the 10 allowable absences unless it is communicated by the nurse or administrator, depending on the situation.

Tardies

Getting to school on time is extremely important. If your child arrives late to school, they will be marked tardy for school.

What is Truancy?

If your child misses part or all of any day school is in session and the office is not made aware of the reason/excuse, they are considered truant. The key to ensuring this doesn't happen is to call or email the school office and notify us of the reason.

If you forget to call your child in or fail to notify us of their absence, they will be marked as unexcused. We allow families up to 48 hours to change the absence from unexcused to excused.

The Law

NOTE: 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 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.

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 or a class after 5 minutes without an acceptable excuse are also considered truant. Parents of students who are truant will be contacted by phone or mail. The principal or designee will determine the best appropriate action to handle multiple or frequent truantries. Actions may include, but are not limited to, verbal reminders, parent meetings, school detentions (at lunch or after school), simple truancy citations, habitual truancy meetings, or referral to juvenile court.

For more information regarding the District's attendance policy please click on the link below.

District Attendance Policy

Attendance Continued...

Communication

Our attendance team believes in taking a proactive approach to student attendance. If we start to notice a pattern of absences and/or tardies, our follow up may include:

Absenses

5+	6-9	10	11+
Email	Warning Letter	Meeting with admin	Legal Referral

Tardies

5+	10+	15+	20+
Email	Warning Letter	Meeting with admin	Legal Referral

Anticipated Absences

We encourage family vacation and traveling to be scheduled during school breaks or holidays. If a child will not be in school due to a planned absence such as a vacation, parents/guardians will be required to submit a handwritten or emailed explanation in advance. Students should obtain an Anticipated Absence form from the school office that must be signed by the student's teachers and returned to the Main Office prior to the absence.

****These days count towards your 10 allowable absences**** If a student is beyond their 10 allowable excused days, the vacation may still be approved by the building administrator, however any days beyond the 10 excused absences will be marked as unexcused. Any additional absences upon a student's return from their vacation will need to be medically excused if they have met the limit of 10 excused absences.

Students who miss more than 15 consecutive days of school, for reasons other than medical related, must unenroll from the district.

Frequently Asked Questions

<u>E=</u> <u>excused</u> (counts towards 10 allowable days)	<u>U=</u> <u>unexcused</u> (counts towards 10 allowable days)	<u>ME=</u> <u>medically</u> <u>excused</u> (DOES NOT counts towards 10 allowable days)
Parents and/or guardians notified the school of the absence either by phone call, leaving a voicemail, or sending an email by the end of the day of the absence.	Parents and/or guardians failed to notify the school of the absence OR the absence occurred after the 10 allowable days have been used.	The parents and/or guardians notified the school of the absence AND provided a medical excuse from a provider.

If you forget to call your child in or fail to notify us of their absence, they will be marked as unexcused. We allow families up to 48 hours to change the absence from unexcused to excused.

College Visits and Job Shadows require an anticipated absence form to be completed. These days will count towards your 10 allowable days.

Automated phone calls will be made when students are marked Absent, Unexcused or Tardies per district policy

Arrival and Dismissal

Parents are strongly encouraged to use the drive up lane for morning arrival. Students should exit the vehicle on the right hand side; this avoids traffic and allows students to walk safely on the sidewalk path to their arrival spots.

- Students should arrive at school no earlier than 7:30 AM. Students should enter the building through the main entrance.
- Students are dismissed from school at 3:15 PM. Students not under the direct supervision of a teacher, coach or other employee should vacate the building by 3:30 PM or 15 minutes after school has ended.

Bus Riders

Students who ride the bus will be dropped off in front of Bessie Allen Middle School off of McKinley Street. They will then walk to the Horace Mann High School entrance. At the end of the school day, students will be dismissed from their classes and walk to the same location they are dropped off at.

Bike Riders

Parents/guardians should personally and thoroughly study the traffic patterns around the school during arrival and dismissal before approving bike riding for their student

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



We have the opportunity to serve the students, staff, and community of the North Fond du Lac School District with **intention, purpose and integrity.**

BUS TRANSPORTATION POLICY:

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.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines/handbook or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

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 student's riding privileges. In this case, the student'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.

Automobiles and Parking

All vehicles used by students for transportation must be registered in the office. Parking permits are available for \$20 and may be purchased online or in the office. Parking permits must be displayed on vehicles parked in the school parking lot. Failure to display a school-parking permit will result in a parking citation issued by the NFDL Police Department.

- Vehicles parked on school property are subject to search, if the administration has reason to believe the vehicle contains drugs, weapons or other illegal/dangerous items.
- Vehicles without permits will be ticketed.
- Students shall obey all state and local traffic laws
- Speeds in the parking lot shall not exceed 10 mph
- **Parking Permits can be obtained on Skyward.**

Clothing and Attire

The School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

Students must wear the following items of clothing at all times:

- A shirt (with fabric in front, back, sides).
- Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
- Shoes/appropriate footwear.

Students cannot wear:

- Violent language or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the entire face
- Undergarments as clothing

Food Service

Breakfast and lunch will be served and eaten in the cafeteria.

****Food deliveries are not allowed during school hours to include DoorDash, Grubhub, EatStreet, Uber Eats, or directly from restaurants/businesses.**

Should you choose not to utilize the food service please bring a cold lunch.

Microwaves are available in the cafeteria for your convenience.**

	Breakfast	Lunch
Daily	\$1.60	\$2.60
Weekly	\$8.00	\$13.00

Emergency Information

Emergency Information

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**.

PICKING UP STUDENTS FROM SCHOOL DURING SCHOOL HOURS

Any time you wish to pick up a student from school during school hours, please enter through the secure entrance and wait in the vestibule. Your student 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 student 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 student 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.

Emergency Preparedness

Please keep this information handy at home as, if an actual disaster does occur, every parent must know how to respond. Your cooperation will be essential in the following ways:

HOW TO CHECK ON YOUR CHILD:

DO NOT CALL THE SCHOOL.

Telephone lines must be kept free for outgoing calls to emergency personnel. In a community-wide emergency, telephone lines may be busy and totally unavailable.

- Listen to local radio stations.
- Local TV Channels
- Check your email for updates.
- Last attempt: call the school district office at 920-929-3750.

HOW TO PICK UP YOUR CHILD IN THE EVENT OF A REAL DISASTER

Instructions for picking up students will be shared via email, radio, and/or our district messaging system. In some instances the students may be evacuated from the school grounds. The only way you will know where to pick them up is by radio information.

In most cases, the school will be locked during and immediately following a crisis. No one, other than emergency personnel, will be allowed to enter until it is determined the conditions are safe.

When it is safe to release students, there will be a reunion plan. Parents need to be prepared to check in at the reunion gate with identification. Students will not be released to anyone other than their parents unless we have written consent by the parent/guardian, or emergency contact. This may seem inconvenient; however, we have learned that it can become very difficult to be aware of the whereabouts of every child if children are sent with a neighbor or friend without the knowledge of their parents.

Personal Electronic Device and Cell Phone Policy

Student engagement and attentiveness in class is a priority in all educational settings. **To support student engagement, students will need to place their cell phones in the classroom 'cell phone pouch' for each class period. Personal electronic devices should be turned off or set to silent mode before being placed in the "pouch."** Given the high volume of notifications, and other disruptions associated with cell phones, this process will ensure students have an unencumbered learning experience in all classroom settings.

Students' use of electronic/communication devices is permitted in non-instructional areas of the school building (hallway, lunch, before/after school), unless specifically denied as per teacher/administrative directive.

Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following:

- In areas of expected privacy, i.e. locker rooms, bathrooms, etc.
- To communicate test answers, share tests, or in any way enable students to cheat
- To engage in cyberbullying, placing cell phone calls or sending text messages that ridicule, threaten or harass another student or staff member.
- To post or promote dangerous or inappropriate behavior, such as fighting.

Refusal to comply with this policy and/or its consequences for violation, will result in further disciplinary action. Student refusal to place phone in 'classroom pouch' or use of phone during class:

- **First Violation:** Phone must be turned over to teacher for remainder of the hour.
- **Second Violation:** Phone is turned over to teacher and sent to office for student to pick up at the completion of the school day.
 - Lunch detention issued to reteach and reiterate technology expectations.
- **Third Violation:** Phone is turned over to the office, parent/guardian must come obtain the phone.
 - In school suspension issued: reteach and reiterate expectation and implement technology agreement to check phone in and out of office daily.
- **Fourth Violation and beyond:** Student must check phone into office at start of the day and pick back up at end of school day.
 - In school suspension and loss of privilege having a phone at school. Further discipline may be issued.

NFDL is a 1:1 technology school and use of home/personal computers or laptops is prohibited as all students are provided a device.

HMHS and/or the School District of North Fond du Lac accepts no responsibility for lost or stolen electronic devices.

Parents/Families:

- If you need to share a message with your child/student, please contact our main office.
- Students will only have access to cell phones during passing times and lunch periods.

Academic Integrity Policy

The School District of North Fond du Lac promotes and expects behavior of high integrity in regard to academic performance. Honesty and integrity are valued and celebrated in our schools. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated.

Cheating includes, but is not limited to, the following activities:

- Knowingly representing the work of others or A.I. as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose.
- Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using, or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation intended to obtain credit for work that is not your own.

Repeated office referrals for cheating will result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

Artificial Intelligence (A.I.)

At Horace Mann High School, we strive to foster a culture of academic integrity and ethical behavior.

As technology continues to advance, it is important for us to address the use of artificial intelligence (AI) in academic assignments.

This policy outlines the guidelines and expectations for students regarding the use of AI tools in their coursework. In order to ensure that students understand the appropriate use of AI and maintain the integrity of their work the following guidelines will be followed:

1. **Prohibited Use:** Students are prohibited from using AI tools to complete assignments that require their independent thinking, analysis, and creativity. This includes but is not limited to essays, research papers, projects, and presentations.

2. **Allowed Use:** Students may use AI tools for educational purposes such as language translation, grammar and spelling checks, and fact-checking. However, it is important to note that these tools should only be used as a resource and not as a substitute for their own understanding, thinking or effort.

3. **Citing Sources:** If students use AI tools to gather information or data, they must properly cite the sources in their assignments. Plagiarism, whether intentional or unintentional, is a violation of academic integrity and will not be tolerated.

4. **Teacher Approval:** In some cases, teachers may allow the use of specific AI tools for certain assignments. However, students must obtain prior approval from their teachers and follow any guidelines or restrictions provided.

5. **Educational Growth:** Students are encouraged to challenge themselves and develop their critical thinking skills by completing assignments without relying solely on AI tools. This will help them develop a deeper understanding of the subject matter and enhance their learning experience

Violations of Academic Integrity Policy:

May result in disciplinary action, including but not limited to warnings, loss of credit for the assignment, requirement to redo/retake an assignment, academic probation, or referral to the administration for further consequences.

It is crucial for students to understand the importance of academic integrity and the negative consequences of dishonesty.

Discipline

Discipline means to teach and reteach expected behaviors. In our district, we do just that. We recognize that behavior is a language and students often use it to express feelings, thoughts, and emotions that cannot be articulated through words. Thus, we could create a long list of “inappropriate” behaviors. However, the bottom line is safety, regulation, and building skills. We also want to instill the back to school climate universal expectations. There’s a balance between empathy and accountability. We must let students know that we understand the circumstances from where their behavior comes from. However, we have to have practices in place that teach accountability and skills for various situations. We understand that parents/guardians want to ensure that the “other” student is also being held accountable when there is more than one student involved in a situation. It is critical for parents/guardians to understand that we CANNOT disclose what is occurring with another student. We will ensure the same happens for your student as well.

Some behaviors may result in suspensions and/or expulsions. State statutes permit the out-of-school suspension of students (S.120.13) for up to five (5) days for misconduct. As a general rule, students may be suspended if they defy the authority of HMHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. A suspended student may not be on any school district property unless suspended in school, nor attend any school function during the term of their suspension. Students who commit an illegal offense while at BAMS/HMHS or during a school-sponsored activity, are subject to suspension from school, as well as legal charges. Following are some illegal acts prohibited at HMHS.

Alcohol: Students may not purchase, possess, or consume any alcoholic beverage (S.125.07 and 125.09). Students in possession of under the influence of alcoholic beverages, in addition to suspension and legal charges, may also be referred for possible expulsion.

Battery: A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor (S. 940.19).

Disorderly Conduct: Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (S. 947.19)

Drugs: It is illegal for any person to possess a controlled substance unless it is obtained from a valid prescription (S. 161). Students found to be in possession of illicit drugs will be referred for possible expulsion.

Harassment: A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law(S. 947.01)

Hazing: No person may intentionally or recklessly engage in acts of forced activity that endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school (S. 948.51).

Obscenity: A student who imports, prints, advertises, sells, has in possession, offer for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (S. 944.21 and S. 944.23).

Possession of a Dangerous Weapon: Any person (except a police officer) who goes armed with a weapon or switchblade knife in any school building or on school property is guilty of a Class A misdemeanor(S. 948.60(2) (a))

GROW
COURAGE TO

At the heart of our culture is a passion for growth, the growth of our students and the growth of our staff. We relentlessly reflect and pursue excellence every day.

Technology & Support

Students will be issued a device (chromebook) to use at school. Students are expected to use the device appropriately. Lost or damaged devices will be subject to monetary reimbursement.

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

Library

The school library is available to students during school hours. Students are welcome to come 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. 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 student's school account.

Open Campus

Open campus during lunch and study hall is reserved for seniors and juniors. Seniors and juniors seeking this privilege must meet the following guidelines to be eligible:

- Senior/Junior must have a C or better in all classes at all times.
- For students applying for a privilege in the Fall, grades from 4th quarter will be used.
- Senior/Junior must continue to maintain C or better or will be pulled and placed back in study hall .
- Good attendance - no unexcused absences, tardies, or truancy referrals .
- No suspensions.
- Parent permission.

Dismissal from the Senior/Junior privileges program may include the following:

- Failure to meet eligibility requirements
- Failure to main a C or better in all classes
- Grades will be reviewed each quarter. Students with non-medically excused incompletes and Fs will be removed from Senior Privilege.
- Violation of school rules (see student handbook).
- Any issues while off campus during school hours.
- Code of Conduct violations - Students may request reinstatement to campus release at semester if eligibility conditions are met.

Applications will be handed out during open house and the start of the first quarter. Failure to abide by any of the above conditions will result in immediate forfeiture of the open campus privilege and the building entry card.

Medications

In compliance with Wisconsin State Statute, the North Fond du Lac School District has adopted a policy for the administration of medications in the school setting. For school personnel to administer medication safely and efficiently, parents/guardians and/or adult students must comply with the District policy.

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated District staff will administer medication according to District policy.

PRESCRIPTION and OVER-THE-COUNTER MEDICATIONS

Current Physician's Order for Administration of Medication form must be on file at school for any prescribed medication given at school. This form may be obtained from the school office or on the District's website. This form requires both the physician's and parent's signatures.

- The prescription medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and frequency of administration. This information must be the same as written on the medication form. Only the amount of medication needed at school shall be contained in the bottle.
- If changes in the dosage take place, an updated physician's order form (as stated above), and an updated pharmacy-labeled bottle will be required.

Over-the-Counter medication must be in its original container, with the correct dosage and frequency of administration on the medication form. We will **not** be requiring a doctor's signature for over the counter medications, as long as the medication dose is what is indicated on the bottle. If the dosage will be different than what is stated on the bottle, it will need to have the doctor's signature. **The School District will be providing Acetaminophen (Tylenol) and Ibuprofen for those who have a medication form on file for Bessie Allen and Horace Mann Schools.**

SELF-MEDICATION-ASTHMA ONLY

- Responsible students (mainly those in middle and high school, occasionally students in elementary grades) may be given authorization to self-administer inhalers for asthma. A current physician's Order for Administration of Medication must be on file and indicate that the student has been instructed by the physician on how to use the inhaler properly.
- Students may not dispense any medication to other students.

Parent attention to and support of these requirements will be very much appreciated. If you have any questions, please contact your school nurse and/or your school secretary.

HELPFUL HINTS

Ask your pharmacist for a second empty labeled container for prescriptions so that you will have containers for both home and school. Medication will not be given if it is in an unmarked container (i.e. plastic baggie, envelope).

When you know your child will be taking medication, discuss the hours of administration with the doctor. It may be possible to regulate the dosage so that medication can be given at home and not at school. (i.e. antibiotics given three (3) times a day).

Parents are to deliver the container of medication to the school office to prevent tampering by the child and other students.

Unused portions of medications after the completion of the school year or when discontinued will be properly disposed of after seven (7) days if not picked up by the parent. who have a medication form on file for Bessie Allen and Horace Mann Schools.

Messages to Students

In cases of a personal emergency, the office will take your message and deliver it to the student. If you wish to speak to the student, you will be asked to leave your name and the phone number at which you can be reached. Your student will call you back as soon as possible.

If, in the opinion of a staff member, your student is considered seriously ill or injured, you will be called and advised of the condition. We will refer to your student'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.



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. 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; HMHS 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.



Master Schedule

Hour	Time	Minutes
1	8:00 - 8:54	54
2	8:58 - 9:47	49
3	9:51 - 10:40	49
4	10:44 - 11:33	49
5	Lunch: 11:33 - 12:03 Class: 11:37 - 12:26	30 49
6	Lunch: 12:26 - 12:56 Class: 12:07 - 12:56	30 49
7	1:00 - 1:49	49
8	1:53 - 2:42	49
9	2:45 - 3:15	29

Appendix

<ul style="list-style-type: none"> Attendance Letter 	<ul style="list-style-type: none"> Skyward Attendance: Self Reporting 	<ul style="list-style-type: none"> 24-25 School Supply List
<ul style="list-style-type: none"> Senior Open Campus/Privilege 	<ul style="list-style-type: none"> Junior Open Campus/Privilege 	<ul style="list-style-type: none"> 24-25 Family Calendar 24-25 Family Calendar - Spanish