

# Friendship Learning Center Handbook



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2023-2024

**Working Together for  
the Success of All**

**Start Time: 8:45 AM**

**End Time: 3:45 PM**

Board Approved July 24, 2023

# POLICY

## 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.



<p><b>District Office</b> 1115 Thurke Ave. NFDL, WI 54937</p> <p><b>Superintendent</b> <u>Dr. Matthew Minneau</u> 920-929-3750 <a href="mailto:dminneau@nfdlschools.org">dminneau@nfdlschools.org</a></p> <p><b>District Curriculum, Assessment &amp; Instruction Director Grades 6-12</b> <u>Mr. Adam Broten</u> 920-929-3750 <a href="mailto:abroten@nfdlschools.org">abroten@nfdlschools.org</a></p>	<p><b>Early Learning Center</b> 225 McKinley St. NFDL, WI 54937</p> <p><b>Director of Student Services (includes Birth to 3, 4k, and LFI)</b> <u>Mrs. Christine Schultz</u> 920-929-3750 <a href="mailto:cschultz@nfdlschools.org">cschultz@nfdlschools.org</a></p>	<p><b>Treffert Way for the Exceptional Mind</b> 706 Minnesota Ave NFDL, WI 54937</p> <p><b>Principal</b> Mrs. Tiffany Dolan <a href="mailto:tdolan@nfdlschools.org">tdolan@nfdlschools.org</a></p>
<p><b>Friendship Learning Center</b> 1098 Prospect Ave NFDL, WI 54937</p> <p><b>Principal</b> <u>Mrs. Lauren Biolo</u> 920-929-3757 <a href="mailto:lbiolo@nfdlschools.org">lbiolo@nfdlschools.org</a></p> <p><b>Assistant Principal</b> <u>Mr. Brad Reinke</u> 920-929-3757 <a href="mailto:breinke@nfdlschools.org">breinke@nfdlschools.org</a></p>	<p><b>Bessie Allen Middle School</b> 305 McKinley Street NFDL, WI 54937</p> <p><b>Principal</b> <u>Mr. Mike Gonzalez</u> 920-929-3754 <a href="mailto:mgonzalez@nfdlschools.org">mgonzalez@nfdlschools.org</a></p> <p><b>Dean of Students</b> <u>Mrs. Carrie Nitz</u> 920-929-3740 <a href="mailto:cnitz@nfdlschools.org">cnitz@nfdlschools.org</a></p>	<p><b>Horace Mann High School</b> Horace Mann HS 325 McKinley Street NFDL, WI 54937</p> <p><b>Principal</b> <u>Mr. Duane Hartkopf</u> 920-929-3740 <a href="mailto:dhartkopf@nfdlschools.org">dhartkopf@nfdlschools.org</a></p> <p><b>K-12 Activities Director</b> <u>Ms. Jillian Gordon</u> 920-929-3740 <a href="mailto:jgordon@nfdlschools.org">jgordon@nfdlschools.org</a></p>

District Office	8:00 AM - 4:00 PM
Friendship Learning Center	8:00 AM -4:00 PM
Bessie Allen Middle School	7:45 AM -3:45 PM
Horace Mann High School	7:45 AM - 3:45 PM

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# FLC Attendance

As 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 920-929-3757.

### 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, between the hours of 8:50 AM and 9:00 AM, they will be marked tardy for school. After 9:00 AM students will be considered absent. These absences will be marked excused or unexcused depending on if a parent/guardian made contact with the 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 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: 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 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.*

# 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: verbal reminders, parent meetings, habitual truancy meetings, or simple truancy citations.

## Absences

5+	6-9	10	11+
Email	Warning letter	Meeting with principal	Legal Referral

## [District Attendance Policy](#)

## Tardies

5+	10+	15 +	20+
Email	Warning letter	Meeting with principal	Legal Referral

## [FLC Tardy Policy](#)



# 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 Attendance Questions

<u>E= excused</u>	<u>U= unexcused</u>	<u>ME= medically excused</u>
Parent or guardian notified the school of the absence either by phone call, leaving a voicemail, or sending an email by the end of the absent day.	Parent or guardian failed to notify the school of the absence OR the absence occurred after the 10 allowable days have been used.	The parent or guardian notified the school of the absence AND provided a medical excuse from a provider.
Still counts toward 10 allowable days.		<b>DOES NOT</b> count towards 10 allowable days.

*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.*

## Breakfast/Lunch/Snack

Breakfast will take place in your child's classroom and lunch will be served and eaten in the cafeteria. If you do not want your child to eat breakfast at school, please communicate this with your child's classroom teacher. Students are strongly encouraged to bring a healthy snack from home each day.

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



If your child decides to take cold lunch, please avoid sending these items in their lunch;

- Candy
- Soda
- Foods high in fat and sugar

Lunches should be nutritional and support your child's growth, development, and readiness to learn.

## Birthday Treats

Students are allowed to bring in a birthday treat when it's their birthday or assigned day if their birthday falls on a non-school day. All treats need to be store bought and have an ingredient label on the package. Parents are advised to check with their child's teacher regarding any classroom allergies. Please remember that teachers are not allowed to pass out birthday invitations to individual students or communicate birthday plans with other families. If birthday invitations come to school, the entire class has to be invited and the invitations need to be sealed.

## Arrival & 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.

- ☒ Arrival/Dismissal Maps

- Students should arrive at school no earlier than 8:30 AM. Students will walk directly to their classrooms starting at 8:35 a.m. and should enter using their designated grade level entrance.
- **No Pets are allowed on school grounds during arrival and dismissal.**
- Students are dismissed from school at 3:45 PM from their designated classroom line.
- If you prefer to park your vehicle and escort your child to their designated entrance, you will need to park in the large lot off of Prospect Avenue (the front of FLC). Please do not park in the staff lots (near softball diamonds or in front of the District Office).

*\*During the first week of school, teachers will come outside to greet students before walking into the building\**

## Bus Riders

Students who ride the bus will be dropped off in the back of school off of Thurke Avenue. They will then walk to their designated classroom line to meet their teacher. At the end of the school day, students will be dismissed from their classes and walk to the bus loading zone. Students will be greeted by staff members at the loading zone and escorted onto their 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. Students must have written approval from their parent/guardian, as well as the Assistant Principal, in order to ride a bus route to which they are not assigned (i.e., when visiting a friend's home).

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 Assistant Principal 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.

[Bus Violation Contract](#)



# Elementary Playground

## Recess

Students at Friendship Learning Center will go out for recess twice daily. Please make sure your child is dressed appropriately for play and the changing of the weather.



## Hours of Operation

The playground will be reserved for Friendship Learning Center students from the hours of 7:00 a.m. until 6:00 p.m. each day when school is in session. Community Playground hours will vary throughout the year and all students who come to the playground after school hours need to be supervised by an adult.

## Playground Expectations

- Students should not bring bats or hard balls to school. Students are allowed to bring a soft/nerf type ball to school and any child can choose to participate in play.
- Students are responsible for returning playground equipment to the designated area after play.
- Tag is only allowed on the grassy area and not on the playground structures. Fighting, wrestling, or rough play of any kind is not allowed.
- Students need to ask the recess supervisors permission to leave the playground area for any reason (bathroom, ball retrieval, etc.)
- Students need to keep their hands and feet to self; lifting or carrying other students isn't allowed.

## Clothing & 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. **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. 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.

**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, under arms)
- 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 weaponAny item that obscures the entire face
- Undergarments as clothing

## Emergency 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.

## PICKING UP CHILDREN 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 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.



## 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.

Attempt to call the school district office at 929-3750.

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

Instructions for picking up children will be broadcast on the radio. 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 reunion gate with identification. Students will not be released to anyone other than their parent unless we have written consent by the parent. 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 parent.

## Library

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, playa-ways, 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.



## Technology & Support

Many children have access to cellphones, iPods, smart watches, MP3 Players and other electronic devices. **If a child does carry one to school, the teacher will collect the device for safekeeping and return it at the end of the school day.** These devices are often a distraction to the learning environment and are not allowed to be used during recess or lunch. Your child IS allowed to use an electronic device or cell phone on the bus ride to or from school. However, the safe keeping of the device is then left up to the child.

## Messages to Students

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.

*Students will be issued a device (chromebook) to use at school. Students will learn how to use these devices appropriately through Oriole Way teaching and expectations. All devices are closely monitored and flagged for any inappropriate or suspicious activity.*



## 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.

## 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.**

### 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.**

### 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

### 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.

## 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.

## 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 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.

## The Oriole Zone

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.



## Discipline

Discipline means to teach. 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.



If you would like more information regarding the program and how to sign your child up, please check out our handbook here: [☑ Oriole Zone Wrap Around Care Slide](#)

## K-5 Master Schedule

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

## Guide to Questions or Concerns

<b>Adam Broten Lauren Biolo</b>	Curriculum & Instruction Assessment	
<b>Brad Reinke</b>	Arrival & Dismissal Recess & Lunch Behavioral Concerns School Safety	
<b>Rachel Polacek</b>	Liaison between school and health providers 504 Plans/IEPs	
<b>Erica Harbath</b>	Social Emotional Learning Community Resources Attendance Concerns	



<b>Judy McKeough</b>	Services related to individualized IEPs	
<b>Nicole Garcia</b>	Medication Allergies	
<b>Natalie Rosas</b>	Director of the Oriole Zone <i>(before and after school care)</i>	
<b>Kathy Rashid</b>	Student attendance Messages to students and families Student registration	
<b>Consuelo Hernandez</b> <i>(spanish speaking)</i>	Student attendance Messages to students and families Student registration	