

Treffert Way for the Exceptional Mind K-5 Handbook



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Working Together for the
Success of All

Soft Start: 8:15-8:45 AM

Start Time: 8:45 AM

End Time: 3:15 PM

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 Mrs. Dolan in writing. Kindly send a letter 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.

Building Office Hours

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
Treffert Way	7:30 AM - 4:00 PM

North Fond du Lac School District

Board of Education

Steve Hock shock@nfdlschools.org	Jon Goeckerman jgoeckerman@nfdlschools.org
Rick Mathy rmathy@nfdlschools.org	Terry Jaeger tjaeger@nfdlschools.org
Vickie Goldapske vgoldapske@nfdlschools.org	

Treffert Way for the Exceptional Mind

Governance Board

President Alan Patterson Apatterson @nfdlschools.org	Vice President Meg Puddy Mpuddy @nfdlschools.org	Secretary Ed Jedlicka Ejedlicka @nfdlschools.org
Treasurer Deb Ellingen Delling @nfdlschools.org	Member Rick Kolstad Rkolstad @nfdlschools.org	Member Nikke Soni Nsoni @nfdlschools.org
	Member Jessica Hanrahan Jhanrahan @nfdlschools.org	

****As we do not have a secretary, messages will be checked at 11:30 and 3:30 daily.**

Please contact an advisor if you have an immediate need.

<p>District Office 1115 Thurke Ave. NFDL, WI 54937</p> <p>Superintendent <u>Dr. Matthew Mineau</u> 920-929-3750 Mmineau@nfdlschools.org</p> <p>District Curriculum, Assessment & Instruction Director Grades 6-12 <u>Mr. Adam Broten</u> 920-929-3750 Abroten@nfdlschools.org</p>	<p>Early Learning Center 225 McKinley St. NFDL, WI 54937</p> <p>Director of Student Services (includes Birth to 3, 4k, and LFI) <u>Mrs. Christine Schultz</u> 920-929-3750 Cschultz@nfdlschools.org</p>	<p>Treffert Way for the Exceptional Mind 706 Minnesota Ave NFDL, WI 54937</p> <p>Principal <u>Mrs. Tiffany Dolan</u> 920-266-8199 Tdolan@nfdlschools.org</p>
<p>Friendship Learning Center 1098 Prospect Ave NFDL, WI 54937</p> <p>Principal <u>Mrs. Lauren Biolo</u> 920-929-3757 Lbiolo@nfdlschools.org</p> <p>Assistant Principal <u>Mr. Brad Reinke</u> 920-929-3757 Breinke@nfdlschools.org</p>	<p>Bessie Allen Middle School 305 McKinley Street NFDL, WI 54937</p> <p>Principal <u>Mr. Mike Gonzalez</u> 920-929-3754 Mgonzalez@nfdlschools.org</p> <p>Dean of Students <u>Mrs. Carrie Nitz</u> 920-929-3740 Cnitz@nfdlschools.org</p>	<p>Horace Mann High School Horace Mann HS 325 McKinley Street NFDL, WI 54937</p> <p>Principal <u>Mr. Duane Hartkopf</u> 920-929-3740 Dhartkopf@nfdlschools.org</p> <p>K-12 Activities Director <u>Ms. Jillian Gordon</u> 920-929-3740 Jgordon@nfdlschools.org</p>

Treffert Approach

Strength Based - Learner Centered: We hold the core belief that all students have strengths and talents. Our aim is to build upon each student's skills and interests by assisting them in developing goals to reach their potential. We support learners in developing new skills and participating in developmentally appropriate activities across environments.

Nurturing Relationships: Building healthy and strong relationships is at the foundation of all we do. Consideration of past and present relationships leads us to take a trauma-informed approach to develop authentic and mutually respectful relationships.

Sensory Aware: We identify and understand differences in how the world is experienced, perceived and processed. We support individuals in learning strategies to assist them in interacting with others and their environment successfully. This includes opportunities to learn and practice empathy, resilience, self-regulation and build environmental awareness.

Natural Environment: We utilize everyday events to cultivate authentic growth opportunities for our learners both academically and socially/emotionally.

Systems: We understand the best outcomes occur when we invest in relationships with learners, staff, families and community partners and when we listen, learn and work together to achieve shared goals.

Accurate Assessment: We recognize each student for who they are, supporting them with an individualized, comprehensive educational experience developed by our multi-disciplinary team of educators and the student.

DAILY SCHEDULE

Arrival/Soft Start 8:15 - 8:45
Morning Classes Begin 8:45
Lunch 11:20 (Mrs. Eide and Mrs. Weed Advisories)
Lunch 11:45 (Mrs. Martin and Mr. Williams Advisories)
Dismissal 3:15

Treffert Attendance

If your child is going to be absent from school, for any reason, please contact the school office at 920-266-8199.

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 the district nurse or principal if you have any questions.

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

Treffert Way is a school of optional enrollment and being at school daily and on time are necessary for your child to continue to be enrolled at Treffert Way.

Tardiness

Getting to school on time is extremely important. If your child arrives late to school, between the hours of 8:50 AM - 9:00 AM, 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 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:

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 trancies. 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:

Absences:

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

Tardies:

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

[District Attendance 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 Questions

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

Homework/Virtual Days

Homework will be given for the Fridays indicated "virtual" on the calendar. The work can be completed anytime and should be turned in on Monday morning. If work is not completed, students will be marked absent for the previous Friday.

Arrival

Student supervision at Treffert Way begins at 8:15 AM. For the safety of all, please ensure that your child is not arriving at school earlier than this time. Students can enter the doors in the North parking lot from 8:15-8:45. If your student can independently exit the vehicle, please utilize the drop off / pick up lane, entering the alley on Garfield St. If your child needs help exiting the vehicle and/or if you are walking your child to the door, please park on Minnesota Ave. **There is no longer parking in the north parking lot.**

Parents are able to walk their child into the building; however, our goal is always to build and increase student independence, so please encourage your child to independently follow routines and procedures that have been set up by the advisors. Please know that our advisors use soft start time to check in with students and organize their classroom for the day. If you need to have a long conversation with an advisor, please email or set up a separate meeting. If you are interested in leading a soft start activity, such as reading, legos or drawing, please reach out to Mrs. Dolan.

Dismissal

Our school day ends at 3:15. Students will exit the door into the North parking lot. Please follow arrival procedures - if your child can enter your vehicle independently, please utilize the drop off / pick up lane. If your child needs help entering your vehicle/buckling up or if you want to walk up to the building, please park on Minnesota Ave.

Bike Riders / Scooters / Skateboards

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

- Bikes should be parked and locked in the bike rack near the main entrance.
- 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 at the beginning of the school day.

Breakfast/Lunch/Snack

Breakfast will take place in the cafeteria and lunch will take place in the cafeteria or a small lunch group. If you do not want your child to eat breakfast at school, please communicate this with your child's advisor. A daily snack break is factored into your child's schedule. Each advisor will email regarding their snack policies. **There will be no milk offered at snack time this year.**

	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 should 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.

Clothing and Attire

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

*Students should wear play-ready shoes for safety in the halls, gym and on the playground.

*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.

*Articles of clothing should be clearly marked/labeled with the child's name when possible (especially layers or outerwear).

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

*LOST & FOUND – In the event students report a loss of clothing or other personal items, the parent or child should check the lost and found box. We will also periodically showcase lost items in our newsletters and/or on our Facebook page.

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 weapon Any item that obscures the entire face
- Undergarments as clothing

Emergency Contact Information

An emergency data card contains critical information that helps the staff respond quickly to a variety of concerns, so we require one to be completed for every student. The emergency data card will be completed as part of your online registration. We appreciate having this information 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 school staff 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 ring the doorbell by the north or south entrance. A staff member will let you in and call for your child. 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 the 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.

Messages

In case of a personal emergency, please contact your child's advisor (via email or app) and they will deliver it to the child. If you wish to speak to the child, please leave the phone number at which you can be reached. Your child will call you back as soon as possible.

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 teaching and reviewing expectations. All devices are closely monitored and flagged for any inappropriate or suspicious activity.

**Please carefully read Chromebook agreements that are a part of your registration.*

Technology and 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 or the student can leave the device in their locker.** These devices are often a distraction to the learning environment and are not allowed to be used during recess or lunch. There are times exceptions may be made on an individual basis.



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

We are lucky to have a partnership with Spillman Library in North Fond du Lac. Classes will walk to Spillman Library every 2-3 weeks. They will have a read aloud time as well as book check out. If your child does not have a library card and would like one, you can fill out the form at Spillman Library and/or we will send one home at the start of the year. Students do not need the physical card in order to check out books. You can communicate with your child's advisor if you would like library books to be sent home or kept at school.



First Aid / Nursing

When a child gets a cut or abrasion on the skin, the child should report it to a teacher or supervisor. 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 staff does not call home for this type of injury.

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

When, in the judgment of an adult, more extensive care seems to be warranted, the parents will be called and advised of the situation. If it is not possible to reach the parents or the second or third party, an outside medical person or agency will be called for advice or care. If it is an extreme emergency, an ambulance will be called immediately, followed by notification of parent/guardian or other contacts.

*Please note that there is not a nurse on sight at Treffert Way. Per the district nursing staff, if we have a question about a student (an abrasion, rash, etc.), a photo will be sent via Google Messenger to receive nursing advice. The student's face, name, grade and gender will **not** be included. If a student is getting advice from the school nurse, the school nurse will reach out to the family or convey information to the family through Treffert Staff. If you have questions or concerns regarding this policy, please reach out to Tiffany Dolan (tdolan@nfdlschools.org) or Bridgett Amadon (bamadon@nfdlschools.org).

Medication

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, parent / guardians and/or adult students must comply with the district policy.

Medication 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.

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.

Illness Policy

Parents are expected to pick up any ill or injured child within a reasonable time agreed upon with the school personnel. Your sick child is your responsibility. We ask that you please keep them home when they are ill to avoid the spread of communicable illnesses. Please review the guidelines at <http://www.nfdlschools.org/district/district/nurses-office> for keeping your child(ren) home from school.

Remember the 24 Hour Rule

Keep your child home for 24 hours after:

*A Fever has resolved without the use of fever reducing medication (Tylenol, Advil, or Ibuprofen)

*Diarrhea, Nausea or Vomiting has resolved

*Receiving / Starting antibiotics

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.

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.

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.

- Violence towards students or staff
- Vandalism
- Possession of a weapon on school grounds

Student Progress Report & Parent Communication

- *Parents will receive student progress reports two times each school year
- *Treffert Approach Plan (TAP) meetings will be held for all students in September and May. Additional meetings can be arranged with teachers on an as needed basis.
- *Parents are encouraged to contact the school at any time they might have questions or concerns regarding the academic achievement, school adjustment, or other problems affecting their child(ren). These calls should be directed to the child's advisor and should be as early in the school year as possible.
- *Parent/school communication that is open, early, often and directed towards the betterment of the child's experience in the school, home and community is an important part of the education process.

Visiting School

It is a school board policy that ALL VISITORS, including parents, register at the school office BEFORE visiting for any purpose. Treffert Way for the Exceptional Mind is always open and your visits are welcome. Please go to the main office entrance when entering the building. Please press the doorbell and wait for a staff member to let you in. All exterior doors are locked and will remain locked throughout the day in order to keep our building secure.

VOLUNTEER BACKGROUND CHECK

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

Animals / Class Pets

At Treffert Way, we support the inclusion of animals in the form of certified therapy animals as well as student exploration and responsibility through projects. If/when an animal is going to be present, all families will be notified via email and a permission slip will be sent home and kept on file. If for any reason you do not want your child to be around the animals, please notify the principal (tdolan@nfdlschools.org) as soon as possible.