

# Treffert Way for the Exceptional Mind

2021-2022

6th - 8th Grades Student Handbook



Treffert Way for the Exceptional Mind

706 Minnesota Ave.

North Fond du Lac, WI 54937

(920) 266-8199

Board Approved at June 27th Meeting

Dear Families,

All of us at Treffert Way for the Exceptional Mind would like to welcome you to our 2022-2023 school year. We are very excited about starting our new adventure and an incredible year of learning. We treasure and appreciate the relationships with our students and families, as we know that the work we do cannot be done in isolation.

We all look forward to building a strong partnership with you to help us best meet your child's needs. To be the best possible school we can be, we encourage you to contact us with any questions, concerns or suggestions that you might have.

The information found in this Student-Parent Handbook has been prepared as a useful guide for all students, parents and staff members. Contained within the handbook are our school policies and procedures necessary for our school to function efficiently and effectively. Please read this handbook with your child prior to the start of school so you are familiar with it. This will help us avoid any possible misunderstandings. Please keep it handy in case you need to use it as a reference during the year. We ask that you complete the two signature pages found at the end of the handbook and send them back to school with your child.

**Treffert Staff**

Lucas Baker	<a href="mailto:lbaker@nfdlschools.org">lbaker@nfdlschools.org</a>
Karen Bartelt	<a href="mailto:kbartelt@nfdlschools.org">kbartelt@nfdlschools.org</a>
Sarah Bednar	<a href="mailto:sbednar@nfdlschools.org">sbednar@nfdlschools.org</a>
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Beth Dardis	<a href="mailto:bdardis@nfdlschools.org">bdardis@nfdlschools.org</a>
Kristen Eide	<a href="mailto:keide@nfdlschools.org">keide@nfdlschools.org</a>
Amy Martin	<a href="mailto:amartin@nfdlschools.org">amartin@nfdlschools.org</a>
Amanda Weed	<a href="mailto:aweed@nfdlschools.org">aweed@nfdlschools.org</a>
Tim Williams	<a href="mailto:twilliams@nfdlschools.org">twilliams@nfdlschools.org</a>

**Principal**

Tiffany Dolan	<a href="mailto:tdolan@nfdlschools.org">tdolan@nfdlschools.org</a>
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# SCHOOL DISTRICT OF NORTH FOND DU LAC

## MISSION STATEMENT

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

## SCHOOL DISTRICT OF NORTH FOND DU LAC SLOGAN

“Working Together for the Success of All”

## NON-DISCRIMINATION POLICY

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

## NEWS MEDIA EXCLUSION POLICY

Occasionally the news media (radio, television and the newspaper) visit the schools to take photographs, make videos, do interviews and/or write articles relating to special events, programs and projects. These media activities in the schools are conducted with the supervision of school personnel. This publicity is welcomed since we are proud of our school events and interested in sharing positive news with the public.

**If for any reason you do not wish to have your son or daughter featured by the media, or on the school's website, or on other web media, please send a letter to the principal (tdolan@nfdlschools.org) to indicate that you do not wish to have your child included in the publicity.**

## STUDENT HARASSMENT PROHIBITED

Students are not allowed to harass or haze other students, by any means including but not limited to verbal, written or implied threats. Students who feel they are being harassed should report incidents to the advisor. Examples of harassment include, but are not limited to: standing in someone's way, standing too close to another person, brushing against or into another, threats or insults, comments about someone's body, notes, letters, whistling at, rude noises, staring at another, mimicking or mocking, or suggestive body movements. Behavior as described above should be reported to the nearest advisor. We understand all behavior is communication and we will use these opportunities as teachable moments.

## SCHOOL DISTRICT OF NORTH FOND DU LAC

Treffert Way Principal  
 Mrs. Tiffany Dolan  
 706 Minnesota Ave.  
 North Fond du Lac, WI 54937  
[tdolan@nfdlschools.org](mailto:tdolan@nfdlschools.org)  
 School Phone: (920) 266-8199

**\*\*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.

School District Administrator Dr. Matt Mineau School District Office 1115 Thurke Ave. North Fond du Lac, WI 54937 Phone: (920) 929-3750 <a href="mailto:asaoff@nfdlschools.org">asaoff@nfdlschools.org</a>	Friendship Learning Center Principal Mrs. Kerri jo Patten 1098 Prospect Ave. North Fond du Lac, WI 54937 Phone: (920) 929-3757 <a href="mailto:kpatten@nfdlschools.org">kpatten@nfdlschools.org</a>	Bessie Allen Middle School Principal Mr. Michael Gonzalez 305 McKinley St. North Fond du Lac, WI 54937 Phone: (920) 929-3754 <a href="mailto:mgonzalez@nfdlschools.org">mgonzalez@nfdlschools.org</a>	Horace Mann High School Principal Mrs. Samantha Freimund 325 McKinley St. North Fond du Lac, WI 54937 Phone: (920) 929-3740 <a href="mailto:sfreimund@nfdlschools.org">sfreimund@nfdlschools.org</a>
Treffert Way Principal Mrs. Tiffany Dolan 706 Minnesota Ave. North Fond du Lac, WI 54937 Phone: (920) 266-8199 <a href="mailto:tdolan@nfdlschools.org">tdolan@nfdlschools.org</a>	Director of Teaching and Learning Mr. Adam Broten 1115 Thurke Ave. North Fond du Lac, WI 54937 Phone: (920) 929-3750 <a href="mailto:abroten@nfdlschools.org">abroten@nfdlschools.org</a>	Special Education Coordinator Mrs. Christine Schultz 1115 Thurke Ave North Fond du Lac, WI 54937 Phone: (920) 929-3762 <a href="mailto:cschultz@nfdlschools.org">cschultz@nfdlschools.org</a>	

Building Office Hours	
District Office	8:00 AM - 4:00 PM
Friendship Learning Center	8:00 AM -4:00 PM
Bessie Allen Middle School	7:30 AM - 4:00 PM
Horace Mann High School	7:30 AM- 4:00 PM
Treffert Way	7:30 AM - 4:00 PM

## North Fond du Lac School District

### Board of Education

President Steve Hock shock@nfdlschools.org	Vice President Jon Goeckerman jgoeckerman@nfdlschools.org	Clerk Vickie Goldapske vgoldapske@nfdlschools.org
Treasurer Rick Mathy rmathy@nfdlschools.org	Member Terry Jaeger tjaeger@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 dellingen@nfdlschools.org
Member Erin Flood eflood@nfdlschools.org	Member Rick Kolstad rkolstad@nfdlschools.org	Member Amandeep Dhillon adhillion@nfdlschools.org	Member Nikke Soni nsoni@nfdlschools.org

## Treffert Way for the Exceptional Mind

### Staff

Tiffany Dolan tdolan@nfdlschools.org	Kristen Eide keide@nfdlschools.org	Amanda Weed aweed@nfdlschools.org	Amy Martin amartin@nfdlschools.org
Tim Williams twilliams@nfdlschools.org	Karen Bartelt kbartelt@nfdlschools.org	Beth Dardis bdardis@nfdlschools.org	Sarah Bednar sbednar@nfdlschools.org
	Missie Cermak mcermak@nfdlschools.org	Luke Baker lbaker@nfdlschools.org	

## **TREFFERT APPROACH**

**Strength-Based and 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 Relationship:** Building healthy and strong relationships is at the foundation of all we do. Consideration of past and present relationships leads us to taking a trauma-informed approach to generate 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.

## **GENERAL CONTACT INFORMATION**

North Fond du Lac Staff can best be reached via email, which is the staff member's first initial and full last name @nfdlschools.org (Jane Smith = [jsmith@nfdlschools.org](mailto:jsmith@nfdlschools.org))

## **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

## **ARRIVAL PROCEDURES**

Student supervision at Treffert Way begins at 8:15 a.m. For the safety of all, please ensure that your child is not arriving at school earlier than this time. Drop off and pick up will be located in the North parking lot. Please follow signs and/or staff direction. Breakfast will be served at Treffert Way from 8:15 - 8:45. (Students may bring their own breakfast or take one provided by the school.)

## **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 (Minnesota and Harrison)
- 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

## ATTENDANCE:

If a student is late for school, he/she should report to the office before going to class. On days that your child must be absent, please call the office at (920) 266-8199 or email your child's advisor. If we do not receive a call from you (or a note sent in with a sibling), we will telephone you at home or work to confirm the absence.

**ATTENDANCE PROCEDURES:** The District of North Fond du Lac is proud of our students' high attendance rates, and appreciate families recognizing that school attendance is critical to academic success. Everyone benefits when families partner with us to make sure that your child or your children are present on time each and every day.

If 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.**

**\*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 - 9:15 AM, they will be marked tardy for school.

## EXCUSED AND UNEXCUSED ABSENCES

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

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

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



### **The Law**

*Truancy means a pupil who is absent from school without an acceptable excuse under Sections 118.15 and 118.16 (4) WI Statute for any part or all of any day on which school is held during a semester.*

*Habitual truant means any pupil who is absent from school without an acceptable excuse under sections 118.15 and 118.16 (4) WI Statute for any part or all of five or more days on which school is held during a semester.*

*School attendance regulations for the State and the Village stipulate that all students living in the district must attend school until the end of the term in which they reach their 18th birthday. Treffert Way along with the other district building levels take these regulations very seriously and will follow-up on any issues related to failure to attend school. Violation of the attendance policies may include, but are not limited to, fines, community service, and counseling at parental expense or parental attendance at school with the student. Police officers in the village are authorized to issue citations to any student determined to be habitually truant.*

**Skyward:** You can monitor your student's attendance through the "Family Access" link on Skyward which can be found on our school district website. If you are not signed up for "Family Access" and would like to be, contact Kim Sales ([ksales@nfdlschools.org](mailto:ksales@nfdlschools.org)) or Kayla Schmitting ([kschmitting@nfdlschools.org](mailto:kschmitting@nfdlschools.org)) to receive a sign-up form. Parents: Click [HERE](#) for instructions on how to input attendance requests on Skyward Family Access.

**\*\*It's important to us that you understand these guidelines. If you have any questions about this policy please call Treffert Way at 920-266-8199.**

### **EMERGENCY CONTACT INFORMATION**

An emergency data card contains critical information that helps the office staff respond quickly to a variety of concerns, so we require one to be 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.

### **WORK POLICY**

Work is expected to be completed at school. If a student does not complete required work or refuses to work during a class period, work will be sent home to be completed that night.

## **CLOSING OF SCHOOL FOR INCLEMENT WEATHER**

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

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

If the schools are to be open, no announcements will be made.

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

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

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

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

## **PICKING UP CHILDREN FROM SCHOOL**

Anytime you wish to pick up a student from school during school hours, please go to the main office entrance (South side of the building) and ring the doorbell. As there is not always a staff member in the office, you can also contact your child's advisor when you arrive.

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

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

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

## **MESSAGES**

Parents will be given a phone number to contact staff in cases of emergency. If you wish to speak to the child, you will be asked to leave your name (as the child knows you – dad, Aunt Mary, etc.) and the phone number at which you can be reached. Your child will call you back as soon as possible.

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

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

## **WELLNESS POLICY**

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

### **Rationale:**

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

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

### **Responsibility:**

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

### **Food Service:**

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

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

## **Breakfast/Lunch/Snack**

**Breakfast and lunch will be charged for again starting in the 2022-2023 school year. Fees are found as part of your registration.**

Breakfast will take place in the Treffert Way cafeteria. Lunch will be served and eaten in classrooms, the cafeteria or outside. 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. If your child would like milk with their snack, they need to pay \$27 per semester.

### **Healthy Cold Lunch and Snacks:**

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

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

- Candy
- Soda
- Poptarts
- Foods high in fat and sugar

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

## **SPECIAL OCCASION TREATS**

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

## **District Wide Nutrition Standards and Guidelines:**

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

## **Classroom Incentives:**

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

## **Nutrition Guidelines for Parents:**

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

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

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

#### *Fiscal management*

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

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

## **Technology & Support**

If you have any questions regarding technology throughout the school year, please send an email to [support@nfdlschoolshelp.zendesk.com](mailto:support@nfdlschoolshelp.zendesk.com).

If you prefer calling, the phone number is (424) 372 1262.

Many children have access to electronic devices. It is common for students to want to use them on their way to or from school. It is difficult for us to keep them secure within the school building. Therefore, electronic devices are not advised. If a child does carry one to school, it will be done at their own risk and once at school, it should be turned in to the teacher for safekeeping where it can be picked up at the end of the day. Personal electronic devices are not to be used during recess times. There are times that exceptions may be made on an individual basis.

### **Cell Phones**

Phones can be brought to school, however the students will put them in a bin during the day. The students may access their phone, with permission, when needed during the day.

*Students will be issued a device (chromebook) to use at school. Students will learn how to use these devices appropriately. 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.*

### **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.

## 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.

\*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](mailto:tdolan@nfdlschools.org)) or Bridgett Amadon ([bamadon@nfdlschools.org](mailto: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, 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.

#### 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 (From the Nurses' Office)**

##### **Guidelines for Keeping Your Child(ren) Home From School**

Parents are expected to pick up any ill or injured child within a reasonable time agreed upon with the nurse or 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.***



## **SCHOOL ATTIRE**

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

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

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

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

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

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

\*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 weekly newsletters.

**Mask wearing while at school is optional for staff and students during the 2022-2023 school year.**

**\*This is subject to change per CDC and School District requirements.**

## **STUDENT HARASSMENT**

Students are not allowed to harass or haze other students, by any means including but not limited to verbal, written or implied threats. Students who feel they are being harassed should report incidents to the advisor. Examples of harassment include, but are not limited to: standing in someone's way, standing too close to another person, brushing against or into another, threats or insults, comments about someone's body, notes, letters, whistling at, rude noises, staring at another, mimicking or mocking, or suggestive body movements. Behavior as described above should be reported to the nearest advisor. We understand all behavior is communication and we will use these opportunities as teachable moments.

## **SCHOOL COUNSELING**

Following the Wisconsin Comprehensive School Counseling Program: Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students wishing to visit a school counselor should contact an advisor to help schedule an appointment.

## **HUMAN GROWTH AND DEVELOPMENT**

Human Growth and Development is part of our school district curriculum and particular units are taught each year. Prior to having these lessons taught, the teachers will be sending home notices explaining that such material will be covered. You are encouraged to view the materials at home. State law provides parents with the opportunity to exempt their child from participation in part or the entire human growth and development program. If you wish to not have your child participate in a portion of the program, it is necessary to inform, in writing, either the school principal or advisor.

## **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.

## **BUILDING AND GROUNDS APPEARANCE**

- Students are expected to strive to maintain the appearance of the building and grounds as well as possible
- Students are expected to throw unwanted papers and other garbage in a wastebasket or recycling bin
- Students are not to mark or deface any part of the school or grounds

## **FIRE, TORNADO AND OTHER SAFETY DRILLS**

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

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

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

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

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

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

## **SMOKING**

There is no smoking (cigarettes, e-cigarettes, vapors, or other devices) allowed on any school property by anyone.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, electronic devices, or personal property to school. Students who wear glasses and/or watches must keep track of them at all times. Students, NOT the school, are responsible for their personal property.

## **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](mailto:tdolan@nfdlschools.org)) as soon as possible.

## **ATHLETICS**

As Treffert Way does not have their own athletic teams, students are able to participate through Bessie Allen Middle School (BAMS). BAMS offers wrestling, cheer, football, basketball, golf, cross-country, track, and volleyball. Boys' football starts the week before the first day of classes. Girls' basketball starts in September while the boys' basketball season starts in November. Golf is a new sport to BAMS and is offered for both boys and girls in the late spring. Cross-country is also offered beginning in September for both boys and girls. Volleyball for girls is offered in late winter. Wrestling practice begins in January. Cheer is a year-round sport. Coed track season begins in April and ends in May. All schedules offer an opportunity for competition with nearby schools. Please look for updates from the Athletic Director for NFDL Schools (email TBD). Sign up will be sent to all students via their district email.

The interscholastic athletic program will be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way as to justify it as an educational activity. All sports activities at the Middle School level are teaching situations. Though competition is a part of the sport, the coaches are working toward the improvement of all players rather than concentrating on the perfection of a limited number of "first team" players. All team participants are required to meet the athletic code and district rules and policies.

## **Music - Band and Choir**

All Treffert Way 6th-8th grade students are able to participate in band and choir at BAMS. Please contact Mrs. Dolan ([tdolan@nfdlschools.org](mailto:tdolan@nfdlschools.org)) if interested or wanting more information.

Dear parents and guardians,

At The School District of North Fond du Lac, we use G Suite for Education (GSFE), and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At The School District of North Fond du Lac, students will use their G Suite accounts to complete assignments, communicate with their teachers, collaborate with peers, and sign into other educationally appropriate systems, while also learning 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect? How does Google use this information? Will Google disclose my child's personal information? Does Google use student personal information for users in K-12 schools to target advertising? Can my child share information with others using the G Suite for Education account? Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create/or remove a G Suite for Education account for your child. Please be aware that without a GSFE account your student(s) will be required to finish work and access classroom materials which may require additional software and/or hardware. Also, your student(s) will lack the collaborative capabilities we strive to create here in Oriole Nation.

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

Thank you,  
Aaron Sadoff - Superintendent  
Dan Sitter - IM-IT Coordinator

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian Date

*The School District of North Fond du Lac*

**Student Food Service (Lunch and Breakfast)**

**Prices 2022 – 2023**

*No increase over the last two years. The meals are currently at no charge to the students based on a Federal program. If that program remains, breakfast and lunch will remain at no charge.*

**Kindergarten – 5<sup>th</sup> Grade**

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

**6<sup>th</sup> Grade – 12<sup>th</sup> Grade**

- Breakfast Weekly \$8.75 • Breakfast Daily \$1.75 • Lunch Weekly \$13.75 • Lunch Daily \$2.75

**Reduced Lunch Costs (K – 12<sup>th</sup> Grades)**

- Breakfast Daily \$0.30 • Lunch Daily \$0.40

**Adults**

- Daily - Lunch \$3.95 • Daily - Breakfast \$2.65

**Milk Only**

- Per Semester \$27.00 • Per Half Pint \$0.30

**Approved: May 9<sup>th</sup>, 2022**

# SCHOOL DISTRICT OF NORTH FOND DU LAC STUDENT FEE SCHEDULE 2022 – 2023

**\*School Fees**

K-Grade – 5<sup>th</sup> Grade and Treffert Way \$25.00

Grades 6<sup>th</sup> – 8<sup>th</sup> \$30.00

Grades 9<sup>th</sup> – 12<sup>th</sup> \$40.00

*\*Above fees are waived for students who qualify for free lunch. Students who qualify for reduced lunch pay ½ of above fees.*

**Parking Fees**

HM Student Lot \$20.00

New sticker if lost \$10.00

**\*\*Student Athletic Participation Fees**

Bessie Allen Sports (per sport) \$20.00

Horace Mann Sports (per season) \$30.00

*\*\*Fee is waived for students who qualify for free lunch only*

*\*\*Athletic fee maximum per family is \$150 (per building)*

**\*\*Band Instrument Rental**

Bessie Allen \$50.00

Horace Mann \$50.00

*\*\*Fee is waived for students who qualify for free lunch only.*

*\*\*Repairs in excess of \$50 are responsibility of student*

**Solo Ensemble Fee:**

	Class A	Class B	Class C
<b>Solo</b>	<b>\$16</b>	<b>\$12</b>	<b>\$12</b>
<b>Duet</b>	<b>\$8/student</b>	<b>\$6/student</b>	<b>\$6/student</b>
<b>Trio</b>	<b>\$6/student</b>	<b>\$4/student</b>	<b>\$4/student</b>

• *Large group ensemble district fee (Jazz Band, Flute Choir, Show Choir, etc.): WSMA entry fee divided by amount of performers, with a minimum of \$5/student.*

• *Maximum cost for Student Participation/Solo Ensemble Fees: \$150.00 per family (per building)*

**Technology Protection Fee** (if paid last year and unused, no need for additional purchase):

High School Technology Protection Plan \$25.00 (MANDATORY FOR ALL HMHS STUDENTS)

Middle School Technology Protection Plan \$25.00 (OPTIONAL FOR BAMS and Treffert Way STUDENTS)

**Athletic Season Passes (entire school year):**

Adult \$25.00

Family Pass (2 adults plus graduated children) \$50.00

Senior Citizens (Over 60 years old) Free *(must get pass from HMHS or at games)* All North Fond du Lac

Students Free

*Board Approval May 9<sup>th</sup>, 2022*



2022-2023

I have read and discussed the Treffert Way for the Exceptional Mind handbook with my child.

I understand and consent to the responsibilities outlined within.

This handbook has been approved by the Treffert Way for the Exceptional Mind Governance Board.

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Print name of student

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Signature of parent or guardian

-----  
Date

COMMENTS: