

**RIVERSIDE ELEMENTARY
SCHOOL**

396 Linden Street
Fond du Lac, WI 54935
Office: 929-2880
www.fonddulac.k12.wi.us

STUDENT HANDBOOK 2023-2024

Our Vision: Riverside Elementary is a school where:

- ☐ Everyone is safe socially, emotionally and physically.
- ☐ Mutual respect is demonstrated by everyone.
- ☐ Families and the community provide meaningful learning experiences.
- ☐ High academic achievement is ensured for all students.

Social Behaviors!!!

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Academic Behaviors!!!

- **Perseverance**
- **Commitment**
- **Effort**

TABLE OF CONTENTS

<u>Subject Listings</u>	<u>Page</u>
Principal's Letter	3-4
PTO Officers and Boys & Girls Club	5
The School Day, Absence From School, Truancy, Arrival & Departure	6-8
Activities & Behavior	9
Bicycle Rules & Regulations, Birthdays, Bullying Prevention	10
Building & Grounds, Cell Phones, Pagers, Dress, Field Trips, Harassment	11
Health Information, Communicable Disease Chart	12-14
Homework Policy, Kindergarten, Learning Disabilities Teacher, Library/Media Center, Lost & Found	15
Lunch Program	16-17
Money, Music Lessons, News Media at School, Parties, Physical Education (Gym)	18
Playground Regulations	19
Reporting to Parents, Restroom, Riverside Parking Area, Safety Drills & How to Check on Your Child	20
How to Pick Up Your Child in the Event of a Real Disaster, School Hours, Safety Patrol	21
Soliciting by Students, Speech, Bus Conduct, School Supplies, Teacher of Special Subjects, Telephone	22
Tobacco, Alcohol, & Drugs, Visitors At School, Wednesday Folders	23
Appendix A: Behavioral Expectations	25
Appendix B: Formal Complaint Procedure	25
Appendix C: Student Drop Off and Pick Up, Map of Parking, Student Immunization Requirements, Administration of Medication Form, Know What To Do Chart.	26-32

Dear Riverside Rocket Families,

Welcome to Riverside Elementary School – “Home of the Rockets!” I want to start this letter by thanking you for the opportunity to be able to work with your family. Thank you for trusting us with your most precious aspect in your life – your child. We are in the business of promoting success in your child – academically, physically, socially, and emotionally. Our Rocket Family is looking forward to a phenomenal year of working together in a positive partnership with you. We truly need to grow a respectful, supportive, and trusting relationship with you in order to maximize the success of your child in our educational community. We **LOVE** our Rocket Scholars and are passionate about growing them to their maximum capacity. I truly believe that the “secret” to success and achievement in the process of education starts with building a personal connection to every member of our community, in our case: students, parents, staff, and community members.

We are continuing to take part in our positive behavior program called PBIS (Positive Behavior Interventions and Support). The 2023-2024 school year will be our 16th year in growing the positive reinforcement strategies in order to promote appropriate student choices and behavior expectations. Riverside earned the award of PBIS Silver for our Behaviors during the 2017-2018 school year! What a celebration of Rocket Learning Community! We will continue to teach appropriate behaviors and reinforce those behaviors through the use of “Rocket Cash.” “Rocket Cash” can be “cashed in” for rewards and/or privileges.

The Riverside Elementary School Theme is, “Teamwork Makes OUR Dream Work!” We will be engaging your child with opportunities daily with choices in order to evolve the above motto in their behavioral outcomes. We will role model and teach the statement through our daily lessons and behavioral actions. We want your child to be motivated to come to our school and put in their best effort. Please ask them for feedback daily on if they had a safe, respectful, and responsible day. For example, ask your child if they made a poor choice by bullying a peer or if they were safe by telling a trusted staff member of an unsafe situation. Along with the reward system, we will be using referral forms as we did last year. A copy of the minor and major referral forms is provided in this handbook. In order to help us promote positive choices by our students, please take time to review these forms with your child in order to educate them as to how they will be held accountable for poor choices.

How can you help in the education of your child? Love and nurture them to the best of your ability. Please make a commitment to model what is successful in life by the choices that you make and the way that you act in front of them. You are their number one role model that they look up to in their life. Please show them through your actions how important their education is to them by reading with them and in front of them. We need your help and support in being our active learning partner. Please, be present and committed to helping us at school by: sitting in and helping in our classrooms; observing behaviors and engaging students at recess; chaperoning on field trip experiences; monitoring in our cafeteria; and in joining our PTO. We are excited to announce that we will be continuing to grow our relationships with you through our Academic Parent Teacher Teams! Our APTT Team Meetings were a huge success again last year because of YOU! We engaged with approximately 75% of all of our families! We need each and every one of you to reach our goal of meeting with 100% of our parents.

In closure, we are here for you. Please don’t hesitate to contact me at 929-2880 if you have any questions, comments, or feedback. Once again, thank you for entrusting us to make a positive difference in the life of your child, and thank you for being an active, respectful partner in supporting their growth and success. I am humbled and honored to have the opportunity to grow with you.

Is it our pleasure to serve your family at Riverside!

Mrs. Jessica Hughes
Principal

Estimadas Familias de Riverside,

Bienvenidos a la Escuela Primaria Riverside -- "Hogar de los Cohetes!" Quiero empezar esta carta y agradecerles por la oportunidad de poder trabajar con su familia. Gracias por confiar en el aspecto más precioso en su vida - su hijo. Estamos en el negocio de promover éxito en su hijo - académicamente, socialmente, y emocionalmente. Nuestro personal espera un año magnífico de trabajar juntos en una asociación positiva con Uds. Verdaderamente necesitamos cultivar una relación respetuosa, comprensiva, y confiada con Uds. para maximizar el éxito de su hijo en nuestra comunidad educativa. Nosotros **QUEREMOS** a nuestros niños y estamos apasionados de cultivarles a su capacidad máxima. Creo verdaderamente que "el secreto" al éxito y la realización en el proceso de educación empieza con formar una conexión personal a cada miembro de su comunidad, en nuestra situación: estudiantes, padres, personal, y miembros de la comunidad.

Continuamos participar en el programa positivo de comportamiento que se llama PBIS (Intervenciones y Apoyo Positivos para el Comportamiento). El año escolar 2015-16 será nuestro 8 año en cultivar las estrategias de refuerzos positivos para promover elecciones apropiadas de estudiantes y expectativas de comportamiento. Riverside recibió el premio a la escuela merit de este año 2014-2015 por el programa de (PBIS). Seguiremos enseñar los comportamientos apropiados y reforzar esos comportamientos por el uso de los billetes de "Space Bucks." Space Bucks se pueden usar para comprar premios y/o privilegios.

El lema de la Escuela Primaria Riverside es "Trabajo en equipo hace el trabajo soñado" Vamos a darle a su hijo oportunidades diarias en que puede hacer elecciones para que use el lema de encima con su comportamiento. Seremos modelos y enseñaremos la declaración por nuestras clases diarias y nuestros comportamientos. Queremos que su hijo esté motivado de venir a nuestra escuela y que haga su mejor esfuerzo. Por favor hable con su hijo diariamente para ver si ha tenido un día seguro, respetuoso y responsable. Por ejemplo, pregúntele a su hijo si hizo una mala elección de burlar a un alumno o si fue seguro por decir a un maestro de una situación insegura. Junto con el sistema de premios, usaremos los formularios de remisión como el año pasado. Una copia de los formularios de remisión menor y mayor se ubican en este manual. Para ayudarnos en promover que nuestros estudiantes hagan elecciones positivas.

¿Cómo puede ayudar Ud. en la educación de sus hijos? Favor de hacer un compromiso a mostrarle a sus hijos como ser exitoso con sus propias buenas decisiones y la manera en que se porte en frente de ellos. Ud. es el modelo más importante en su vida y le admiran. Favor de mostrarles con sus acciones la importancia de su educación, lea con ellos y lea en frente de ellos. Necesitamos su ayuda y apoyo. Por favor, esté presente y entregado a ayudarnos en la escuela por: sentarse y ayudar en nuestros salones; observar comportamientos y animando a estudiantes durante el recreo; acompañarnos en excursiones; y controlar a los estudiantes en la cafetería y hacer parte del PTO organización de padres y maestros..

En cerrar, estamos aquí para Uds. Por favor no dude en contactarme en 929-2880 si tiene cualquier comentario, pregunta, o reacción. Otra vez, gracias por confiar a nosotros de hacer una diferencia positiva en la vida de su hijo y gracias por ser un compañero activo y respetuoso en apoyar el crecimiento y el éxito de su hijo.

Su Compañero en la Educación de su hijo

Jessica Hughes

Directora

2023-2024 Riverside PTO Officers

President – Victoria Vossekul

Secretary – Jessica Hughes

Treasure - Victoria Vossekul

Scrip Officers – Jessica Hughes and Jenny Vang

We are always looking for Parent Volunteers to serve on our board or to assist with various functions throughout the year!!! Please consider joining our organization today!! We meet on the second Tuesday of the month at 6pm in the media center or PTO Kitchen. Feel free to contact one of the board members or the Riverside Office for more details!!! Hope to see your involvement soon!!!



Johnsonville Club Elementary
76 W 2nd St, Fond du Lac, WI



All members who plan to attend on non-school days and ½ days must pre-register. You may pre-register by stopping at the front desk or calling 920-924-0530. Bussing to Club is only provided on school days.

THE SCHOOL DAY

Early Childhood: 8:30-11:00am

4K: 8:15 am - 10:55 am

K-5: 8:15 am - 3:15 pm

12:25 pm – 3:05 pm

12:30 p.m. - 3:10 pm

ABSENCE FROM SCHOOL

Parents are required to call the school at **929-2880 by 9:00 a.m.** when a student is going to be absent. Homework can be requested at this time to be picked up at the office. We urge you to give the following information to the school secretary or leave a message on school voice mail.

1. Student's name
2. Reason for absence
3. Homeroom teacher

If we do not hear from you, we are obligated to call. This may create an inconvenience, especially if we have to contact you at work. Our concern is the safety of your child. We would like to thank you in advance for promoting your child's education by having them at school every day.

Excused Absences With Prior Parent Request

A parent/guardian is required to request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.

Excused Absences

A parent or guardian must notify the school attendance office by 9:00 a.m. on the day of a student's absence from school, unless previously arranged.

Excused absenteeism shall be granted for the following reasons:

- a. Illness of the student
 1. Medical certification may be required
- b. Severe illness or death in the immediate family
- c. Emergency or special need
- d. Prearranged religious observances
- e. Prearranged court appearances
- f. Prearranged school sponsored activities
- g. Prearranged visitation to post graduate institutions
- h. Prearranged family trips
- i. Prearranged absences approved by the appropriate building principal or designee which address a special and specific student need
- j. Prearranged medical and dental appointments

Tardiness

A student in the Fond du Lac School District is considered tardy if they are late to school. Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.

Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy.

Truancy/Unexcused Absences

A student is considered truant/unexcused if absent for part or all of one or more school days during which the school has not been notified of the documented cause of such absence by the parent/guardian of the absent student. Truancy/unexcused absences are deliberate disregard for the educational program and are considered a serious matter.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. -

TRUANCY

In compliance with Wisconsin Statute 118.162(4), the Fond du Lac School District Truancy Study Committee recommends adoption of the following plan:

a. Procedures for notifying parents or guardians of the unexcused absences of habitual truants and meeting and conferring with such persons:

In all cases involving a truancy the District attendance officer or the appropriate building principal or designee shall notify the parent or the guardian of a child's truancy, and direct the parent or guardian to return the child to school no later than the next day or when school is in session or to provide an excuse (s.118.15). The notice shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept. A notice by personal contact or telephone call shall be attempted before the use of a mail notification. Following the third truancy the parent will be required to have a conference with the appropriate building principal or designee within five days of the truant's return to school. This conference will focus on the student's truancy and ways to address the problem.

When a student becomes a habitual truant as defined in s.118.16(1)(a) the attendance officer is to notify the parent or guardian by registered mail or certified mail. This notice shall include the following:

1. A statement of the parent's or guardian's responsibility under s.118.15(1)(a) to cause the child to attend school regularly.
2. A statement that the parent, guardian, or child may request program or curriculum modification for the child under s.118.15(1)(d) and that they may be eligible for enrollment in a program for children at risk under s.118.153(3).
3. A request that the parents or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, a time, and a place for the meeting and the name, address and telephone number of a person to contact to arrange a different date.
4. A statement of penalties under s.118.15(5) that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s.118.15(1)(a).

A habitual truant is a pupil who is absent from school without an acceptable excuse under s.118.15 for either of the following:

Part or all of 5 days on which school is held during a school semester.

b. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned.

To ensure that truant children are effectively and promptly identified the district will monitor attendance hourly. The building principal or designee is responsible to investigate the circumstances of absences suspected as being truant.

Truancy shall be defined as any absence from school for an entire day or any part of a day without consent of a parent or guardian (if the student is under 18 years of age) and approval of the absence by the appropriate school authority. Such approval shall be given only under the following circumstances.

- a. Illness of the student
 - 1. Medical certification may be required
- b. Severe illness or death in the immediate family
- c. Emergency or special need
- d. Prearranged religious observances
- e. Prearranged court appearances
- f. Prearranged school sponsored activities
- g. Prearranged visitation to post graduate institutions
- h. Prearranged family trips
- i. Prearranged absences approved by the appropriate building principal or designee which address a special and specific student need
- j. Prearranged medical and dental appointments

A truant student will be returned to the building principal or designee. The building principal or designee will immediately attempt to contact the parent or guardian that the student has returned to school. The building principal or designee, after having a conference with the student, will send the student back to class, unless there is a need for other intervention by the guidance counselor, school nurse, or other specialists.

ARRIVAL AND DEPARTURE

1. Students are not to arrive before 8:00 a.m. The school is not responsible for children arriving before teachers are scheduled for supervision.
2. All students should follow a direct route to and from school.
3. Students in grades 3-5 are able to ride their bikes to and from school. Students should bring a lock in order to secure their bike in our bike rack. We also ask students to wear a helmet.
4. While walking to and from school, children are to walk on the sidewalk, cross at corners, and not trespass on private property. Please make sure to effectively model safe behavior by crossing at crosswalks.
5. Children are to enter through playground doors and leave through designated doors.
6. Children must respect and obey the safety patrol.
7. All children will eat breakfast in the classroom starting at 8:00 A.M and ending at 8:15 A.M.
8. Following each dismissal, students should go directly home and not remain on the school grounds or go to another's home to play unless they have gone home first to secure parent permission. The playground is not supervised after school.
9. Students waiting after school for brothers, sisters, or friends should wait outside and not wander through the building.
10. Students should never accept rides or treats from strangers. Parents are encouraged to discuss this with their children.

ACTIVITIES/SPORTS

1. The recreation department provides an afterschool opportunities for 4th and 5th grade boys and girls. All recreation teams require volunteer parent coaches.
2. Supervision is provided by the Recreation Department. All students must follow the rules established by the Recreation Department.
3. Students must be present on the day of a practice or competition/performance to be eligible to participate. Absence due to illness will not be considered an excuse to participate that day in any competition/performance or practice. Only permission from school administration will permit a student to compete after missing school. Such examples of excused reasons would be attendance at a funeral, a doctor or dentist appointment, an absence that is related to a classroom grade (e.g. field trip), or the like. Students may not participate in any competition/performance or practice if they are out ill for any or all of the school day without permission from the school administration.

BEHAVIOR

FOND DU LAC SCHOOL DISTRICT PBIS

INFORMATION ABOUT BEHAVIOR REPORTS FOR PARENTS/GUARDIANS

In the Fond du Lac School District Positive Behavior Interventions and Supports (PBS) approach, our focus is on encouraging positive behaviors by reinforcing student who are demonstrating respect, responsibility, and safety. At times, however, misbehavior does occur and we need to deal with that in a constructive manner to ensure a positive, safe learning environment for everyone. We use a system of student behavior reports to monitor and correct problem behaviors. The two types of reports are “minor” and “major”.

Minor Behavior Reports are handled by school staff. A “minor” is exactly what the name implies, a small misbehavior, for which the student is given a consequence at school. We all make mistakes from time to time; hopefully the report and consequences will make the child think twice before repeating the misbehavior in the future. If your child receives several minor behavior reports, you will be notified and asked for your help in discussing better choices with your child.

Major behavior reports are given for more serious problem behaviors, which are dealt with by the principal.

Parent/Guardian and Student Responsibilities

You will be notified in the case of a major behavior report and after several minor reports, so that we can get your support in addressing the situation with your child. A behavior report can be used as a learning tool to help your child make a positive change in their behavior, in order that he/she gets the most out of his/her educational experience.

If your child receives a **major** behavior report, it is their responsibility to bring it home to have you sign it. The report then needs to be returned to the school office the next school day. The principal will contact you to discuss the situation and seek your input.

Remember our goal is to reduce problem behaviors and increase teaching and learning time to help all students be successful. If you have any questions regarding a behavior report, please contact the school. Thank you for your cooperation and understanding.

BICYCLE RULES AND REGULATIONS

According to Fond du Lac School District policy:

1. **Only students in grade 3-5 may ride bicycles to school. Helmets and locks are encouraged as bicycle racks are not supervised during the school day.**
2. **Bicycles must be walked on school property.**
3. Bicycles must be placed directly in the racks and remain there until school is dismissed.
4. No student is allowed to play around the bicycle racks or on the bicycles at any time.
5. Bicycles must be ridden in the streets and not on sidewalks or playground.
6. Bicycle riders must observe all laws and regulations that pertain to passenger vehicles.
7. All bicycles should be licensed by the police department.
8. Students violating these regulations will have their bicycle privileges suspended.

BIRTHDAYS

Students are allowed to bring healthy birthday treats to school this year. Unhealthy treats must be individually bagged and will be sent home at the end of the day with students.

BULLYING PREVENTION: Bullying is defined as any willful, persistent, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, or which negatively impact the learning environment.

Bullying can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft);
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);
3. Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet, also known as cyber bullying);
4. Between students and students, students and adults, or adults and adults.

It shall be the policy of the District to:

1. Prohibit and discourage any individual (student or District employee) from bullying any other person;
2. Provide a safe, secure, and respectful learning environment for all students;
3. Address any instances of bullying in a timely manner;
4. Provide on-going education and awareness of the problem of bullying; and
5. Provide procedures for filing and investigating claims of bullying.

To see additional information on bullying, please visit our District website to review Board Policy 10.22—Bullying Prevention.

BUILDING AND GROUNDS APPEARANCE

1. All students must strive to maintain the excellent building appearance that exists.
2. All paper must be put in the baskets that are provided.
3. Marking or carving on the building or school property is vandalism and should be reported immediately.
4. Throwing or pitching balls against the building is prohibited.
5. No motorized vehicles are allowed on the grounds. (Go-karts, MiniBikes, Snowmobiles, etc.)

CELL PHONES, PAGERS

Unless approved by the principal, pagers are not allowed on school property. Cell phones must be powered off and be housed in student backpacks/classroom during the school day. Students may not carry/possess their cell phone during school hours. Problems with cell phone issues will result in check-in to office daily.

Fond du Lac School District policy 10.637 prohibits students from using or possessing an electronic paging or two-way communication device while on premises owned, rented by or under the control of the Fond du Lac School District except as such a device shall have been approved by the Superintendent because of medical, school, educational, vocational or other legitimate reasons.

DRESS

1. Children should dress in neat, clean clothes appropriate for school and the type of activities involved in school. We ask that children do not dress in the extremes of rough play clothes or fancy dress clothes. Short shorts, midriff tops, or apparel with alcohol, tobacco, or sexual messages are not appropriate. Hats are to be removed in school.
2. Gym shoes are to be used in physical education class. We discourage the wearing of these shoes to and from school. Gym shoes are to be left in school available for use at all times.
3. Students should wear boots or other suitable foot covering on snowy or wet and rainy days.
4. Boots, coats, mittens and other wearing apparel should be marked with the student's name so that it can be easily identified.
5. Zippers, buttons, snaps, etc. should work properly so that children can operate them independently.
6. Glasses, watches or money should never be put in lockers, desks, or left loose in the gym. Valuables should be left in the care of the teacher when not on the person of the child. It is best at all times to avoid having any valuables at school that are not essential to the needs of the child.

FIELD TRIPS

Learning experiences can be enriched by experiences outside the school. A notice is sent home to the parents to inform them of the place the class is going and the cost for each child to participate. Parent written permission is required.

Since such trips are closely related to the activities going on in the classroom, all children are expected to participate. If cost is an issue, please contact the principal or your child's teacher.

HARASSMENT

It is the policy of the Fond du Lac School District to provide a harassment-free environment in which to learn and work. Harassment means any unwanted, repeated behavior or language done or said on purpose that makes someone feel uncomfortable or unsafe and that interferes with their rights. It is against this policy and the law for any student to harass other students or staff or for a staff member to harass other staff or students. If you

feel you are being harassed, you are encouraged to report your concerns to a teacher, counselor, principal, or the Director of Personnel (929-2761). Copies of the District Harassment Policy and Complaint Form are available in the school office.

HEALTH INFORMATION

Parents or guardians have the primary responsibility for the health care of their children. The school district has an obligation of promoting and protecting the health of the children while attending school. A school nurse is assigned to Riverside School on Tuesday and Thursday afternoons. Our nurse is available to help parents with health issues that impact their child.

Health Examination

Physical dental and eye examinations are encouraged for children entering kindergarten and 6th grade. Please make your appointments as soon as possible.

Dental and Doctor Appointments

Children may be dismissed during the day for scheduled dentist and doctor appointments if necessary. Parent or guardian must notify the school by phone or note that the child is to be dismissed. They will not be released at the child's request. We encourage parents, especially of younger children, to pick them up at school. Please request a written excuse for the appointment and deliver to the main office for attendance purposes.

Emergencies and Emergency Numbers

It is extremely important for the school secretary to have the name and current telephone number of a person(s) you designate to handle emergency illness or injury if you cannot be contacted. It is the parent's responsibility to make appropriate arrangements and notify the school of the person(s) designated to call for emergencies. Parents who do not have a home phone and/or cannot be reached at work, should give the school the name and phone number of two(2) designated persons. The designated person(s) should be consulted prior to listing them as the contact person.

Parents planning to leave the city for a day or more should notify the school office where they can be contacted if an emergency arises. Parental permission is necessary for treatment.

Injury

Immediate first aid will be provided to your child. When an emergency treatment is necessary, every effort will be made to contact you. If you are unable to be reached, we will contact the person you have designated as an alternate emergency care provider. If the condition warrants immediate medical care, the ambulance will be called. Caution should be used following head injuries. It is advisable to restrict physical activity and observe the child for 24 hours. If symptoms occur, contact the child's physician.

Illness

Children need to be healthy to participate and benefit from learning opportunities. Adequate sleep, proper nutrition and appropriate clothing aid in preventing illness. Breakfast is important. If your child appears to be ill, please keep him/her home until fully recovered. Call the school before 9:00 AM and inform them of the child's illness. If your child becomes ill at school, you will be contacted to pick him/her up. If you cannot be reached, the person you designate to handle emergencies will be contacted. Your child will remain at school until you or your designated person can be reached. In cases where a child must be sent home by cab, it is the parent's responsibility to make arrangements and to pay for cab fare.

Guidelines for Keeping Your Child(ren) Home From School

Parents/caregivers are expected to pick up any ill or injured child within a reasonable time as agreed with school staff. To prevent the spread of illnesses, please keep ill children at home. The guidelines below are guidance. Remember to notify the school office daily if your child is sick.

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

Below are additional guidelines for common illnesses your child(ren) may experience

Illness/Disease	Symptoms	Recommendations
Common Cold	Stuffy nose (clear drainage) Sneezing Mild Cough	Should attend unless not able to participate in activities
Covid Positive	Stuffy nose (clear drainage) Cough Fever, chills, sweats Body aches Loss of taste and smell	Day zero is the first day of symptoms, isolate through day five, return to normal activities on day six if your symptoms are improving and you are fever-free for 24 hours without the use of fever-reducing medications (acetaminophen, ibuprofen, etc.). If there are no symptoms, day zero is the day you test positive.
Earache	Trouble sleeping Ear tugging Poor appetite	24-Hour Rule (see above)
Stomach Flu	Fever (100 or higher) Body aches Vomiting	24-hour Rule (see above)
Diarrhea	3 or more loose stools in 24 hours	24-Hour Rule (see above)
Hand, Foot and Mouth Disease	Rash on hands, feet, or mouth Sore throat Vomiting Diarrhea	24-Hour Rule (see above)
Head Lice	Itching scalp, especially behind ears and nape of the neck Live lice or nits	May stay in school the day identified
Impetigo	Small red pimples Fluid-filled blisters Crusted yellow scabs often around nose and mouth	24-Hour Rule (see above)
Influenza	Sudden onset of fever Sudden onset of body aches Sore throat Cough Congestion	24-Hour Rule (see above)
Pink Eye	Re/Irritated eyes Drainage of mucous Drainage of pus	Keep home with a fever, if behavior changes, or child is unable to avoid touching eyes
Strep Throat	Swollen lymph nodes Fever, chills, sweats Decreased appetite	24-Hour Rule (see above)

Rash	Raised red areas Itchy red areas	Keep child home with any rash of undetermined origin
------	-------------------------------------	--

Please obtain a doctor's note if your child has seen a provider during school hours.

Medication

Every effort should be made to schedule the medication at times when the child is not in school. If it is necessary for school personnel to administer medication to your child, you must prepare and submit the required medication authorization form, which can be obtained at school or your physician's office. School personnel will administer medication only if it is supplied in the original container and the medication authorization form is completed and returned to your child's school.

Asthma Inhalers

A completed required medication form needs to be on file in the school office for student's that want to carry their asthma inhalers with them during school hours.

Communicable Disease

Please notify school office personnel if your child has a communicable disease and will be kept home, (Measles, mumps, and rubella occur infrequently and have been omitted from the communicable disease guide listed below. If your child has a confirmed case of any of these diseases, please call the school immediately. A permit from the physician is not necessary for reentering school following a communicable disease or infectious skin disease.)

COMMUNICABLE DISEASE CHART

DISEASE	USUAL TIME FROM EXPOSURE TO FIRST SIGN	RESTRICTIONS AND REGULATIONS
Chickenpox (Varicella)	2-3 weeks, commonly 13-17 days	Exclude from school until lesions are crusted over, usually 5 to 6 days after onset of rash.
Conjunctivitis (Pink eye)	24-72 hours	Exclude from school until treated. Refer for medical diagnosis and treatment.
Influenza	24-72 hours	Keep home until symptoms disappear.
Imetigo	Variable, usually 2-5 days	Exclude from school 24 hours after treatment or healed.
Pediculosis (Head lice)	Eggs hatch in one week	Other children should be checked.
Rash	Variable	Mild rash with no other symptoms, may remain at school. If accompanied by any other symptoms, keep home and refer to physician.
Scabies	2-6 weeks first infection 1-4 days with reinfection	Exclude from school until 24 hours after treatment. Other children should be examined.
Streptococcal (Strep throat) Infections including Scarlet Fever	1-3 days	Exclude from school until 24 hours after antibiotic treatment.

Immunization requirements

Wisconsin state law (140.05) requires that all students enrolled in school are to meet minimum requirements.

(see requirement sheet next page). These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. Please complete and return the immunization card immediately (first week of school).

SEE APPENDIX C FOR IMMUNIZATION REQUIREMENTS AND OTHER MED FORMS

HOMEWORK POLICY

Homework can be any activity where a student is learning or practicing a skill. Homework can be, but does not have to be, a given assignment by a teacher. Homework can be any extra- curricular activity outside of school where skills are being practiced and learned. Please set a goal to support working with your child each night and reading with them for 20 minutes each day.

Teachers must have an awareness of the individual academic and personal needs of their students. With respect for the students and their family, any elementary student should not have more than a maximum of one hour of teacher assigned academic homework per evening, based on individual needs.

Planners will be provided as a tool for managing time and organizing assignments and activities. Planners will also be used as a communication tool between school and home. Students will be responsible for taking the planner home each night and bringing it back the following day.

1. Students taking books and work home are responsible for returning them to school the following day. Students who forget to bring books and assignments back to school will be asked to get them and make up the time lost after school.
2. Parents will be notified if students stay at school to work for more than 1/2 hour past dismissal.
3. Parents are encouraged to discuss the need for homework at conference time and contact the teacher for homework when it is necessary for the child to be absent from school for an extended period of time.
4. Please call school before 9:00 a.m. if you want homework or makeup assignments. ALL homework or makeup assignments will be ready for pick up at the office at the CLOSE OF THE SCHOOL DAY.

KINDERGARTEN

1. All children who are 5 by September 1 are eligible for Kindergarten.
2. Medical examinations and current immunizations are required for students entering kindergarten.

LEARNING DISABILITIES TEACHER

We have the services of a learning disabilities teacher for all students who qualify for this service.

LIBRARY/MEDIA CENTER

1. All books taken from the library must be checked out by the person in charge of the media center.
2. Student periodicals may also be checked out from the library.
3. Students will be charged for lost books according to the replacement value of the book determined at the time of the loss.
4. Parents are also welcome to check out materials from the media center.

LOST AND FOUND

The Lost and Found is located near the first floor girls bathroom and/or gym lobby. If **names are on** coats, jackets, boots, and gym shoes, items can be returned to the owner. Unclaimed items are donated to charity.

Come to school and look for any item that your child has lost. Encourage your child to check the Lost and Found whenever he or she is missing items. Items of value are to be claimed from the secretary.

LUNCH PROGRAM INFORMATION THROUGH ARAMARK

Fond du Lac School District offers a high quality lunch program to its students. With multiple entrée choices and fresh fruits and vegetables daily, we have something for everyone! The District participates in the National School Lunch Program. Our School Nutrition Program meets or exceeds guidelines set forth by the USDA and the Department of Public Instruction.

School hot lunch and breakfast begins September 1, 2023.

Meal prices for 2022-2023 school year are (prices are subject to change):

Elementary hot lunch \$2.55 *(Free for all Riverside students for the 2023-2024 school year)*

Elementary reduced hot lunch \$.40 *(Free for all Riverside students for the 2023-2024 school year)*

Extra entrée \$1.25 (can be charged if there is money in the child's account)

Milk per carton \$.30

Visitor meal, adult and children \$3.40-subject to change (In order for adult to purchase a meal, payment must be made in cash on day of purchase)

One carton of milk is included in each breakfast and lunch meal.

SPECIAL NOTE: Students qualifying for free or reduced meals are not eligible for free or reduced priced milk if they bring a cold lunch. Money must be in the student's account for the student to receive milk or pay cash.

Menus

Menus can be found online. Please log on to <https://fonddulac.nutrislice.com> for menu and nutritional analysis information.

PIN (personal identification number)

Students will be issued a PIN number at the start of the year.

These will be good for breakfast, lunch, and milk. To make a purchase, the student will first enter his/her PIN on the keypad at the computer. The meal selection will then be made and debited accordingly from each account. To protect the student's account please keep your Personal ID Number confidential. PIN are the same year to year unless a new # is requested.

Payments

An electronic scanning system, Skyward, is used to process payments and charge lunches and milk to the family account. This is a debit system. Deposits to lunch accounts are to be placed in an envelope with the check and marked with the student name. Payments turned in to your child's teacher or school office must be in an envelope with the following information: Payor name, students' names, and amount enclosed. They can also be mailed to Chartwells, 72 W. 9th Street. If mailing, please allow 3 school days for deposit into your account. Families may make one check per household to cover all students, checks should be made out to **FOND DU LAC SCHOOL DISTRICT**. Payments received by 9:00 a.m. will be credited to the household's account that day. Payments will be processed on a daily basis.

Checks to be applied for lunch must not be included with other activity fees (activity, field trips, weekly reader, etc.)

Account Balances and Negative Balances

Please log on to www.fonddulac.k12.wi.us for family lunch account information. View payments and purchases online. Automatic email notification is available for when account balances are under \$10.00. You can find out your family account balance at any time by calling **906-6581**. If you leave a voice mail, please leave your name, head of household, student name(s) and phone number and we will return your call. For family accounts that are under \$10.00, low balance notices are sent home with students weekly on Thursday. Family accounts that have a negative balance will receive a daily notice. The **policy** for negative family accounts is to allow two days per student in the negative before service is denied or six dollars per student. It is the head of household's responsibility to maintain a positive lunch account balance.

Nutrition Office Information

The Chartwells Nutrition office hours on school days are 8:00 a.m. to 4:00 p.m. For account balance information, call 906-6581. The fax number is 906-6785.

Free and Reduced Price Meal Assistance

Households may apply for free or reduced price meal benefits at any time during the school year. Application forms are sent home in the student's fall orientation packet/material. Additional forms are available at each school office, the district business office and the Aramark office. Please read the application and complete it thoroughly. Completed applications can be returned to your child's school office or to the district business office. You will receive a letter notifying you if your application has been approved or denied. Benefits are effective upon approval of the application, not when the application is submitted. Recipients for free and reduced price meals are not identified in any way. Meal eligibility status from the previous school year remains in effect for the first 30 (thirty) school days. A new application must be **submitted** and **processed** by **October 14, 2023**.

If a new Application is not received and processed by this date, benefits for free/reduced meals will be terminated and meals will be charged at full price. It is your responsibility to pay for these charges.

Cold Lunch Students

To encourage healthy eating habits for those students who choose to bring their lunch, please send only nutritious drinks such as juice, water or have your child purchase milk. Soda is discouraged in the FDL School District.

Lunchroom Procedures, Policies, & Times of Service

Grade	Outside Recess	Lunch Time
K	10:30 - 10:55 am	10:55 - 11:15 am
4K	*****	11:00 - 11:20 am
1 and 2	10:55 - 11:20 am	11:20 - 11:40 am
3	11:20 - 11:45 am	11:45 - 12:05 pm
4	11:40 - 12:05 pm	12:05 - 12:25 pm
4K Rest Time	11:40 - 12:20 pm	*****
5	12:00 - 12:25 pm	12:25 - 12:45 pm

Fond du Lac School District serves meals under the National School Lunch Program. To apply for free or reduced price meals households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year. In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to USDA Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250

MONEY

We urge parents to limit the amount of money brought to school. If it is necessary for a student to bring money to school, it must be left with the secretary or classroom teacher.

Valuables should not be brought to school. If these items are misplaced, lost, or stolen, a great deal of misunderstanding and tears can result.

MUSIC LESSONS

Instrumental lessons are offered for students who play instruments that are used in the school band or orchestra programs. Students receive lessons during the school day. Children who wish to play string or wind instruments may begin taking lessons in the fourth and fifth grade.

Students must purchase their own instruments or rent one. Some instruments are available for rent through the school district music department.

NEWS MEDIA AT SCHOOL

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 child featured by the media, please notify the school office. Please stop at the Riverside office by September 1st to complete the Directory Information Opt Out form.

PARTIES

1. Students at Riverside School enjoy three scheduled parties each year:
Fall Festival
Winter Holiday
End of the Year Celebration
2. Parents may be asked to contribute items for these occasions.

PHYSICAL EDUCATION

1. All classes are scheduled for physical education. This may be indoors or outside. Each child should have a pair of gym shoes for this class. Mark them with your child's name. Children in kindergarten, and grades 1, 2, & 3 should also have a white T-shirt with his/her name on it.
2. Students in grades 4 & 5 wear a gym shirt.

PHYSICAL EDUCATION CONTINUED

3. All children are expected to take part in the physical education class activities unless there is a medical reason they cannot participate. If your child is to be excused from gym class, a form signed by the doctor will be necessary. An excuse from the family doctor is required for students to be excused from two or more physical education classes in succession.

PLAYGROUND REGULATIONS – ALL CHILDREN ARE EXPECTED TO GO OUT FOR RECESS

To develop and maintain a safe, orderly environment that is conducive to good learning, we expect the following of children:

1. Students are to respect others and their property.
2. Students are to conduct themselves in an orderly manner.
3. Students are to show respect for school personnel, for other adults with whom they come in contact, for their classmates, and for school property.
4. Fighting, pushing or shoving is not allowed at any time. (This includes any play fighting.)
5. Students are to play games that the school allows. Students are not allowed to play tackle football, king of the hill, tackle pom or games of this type, or climb fences. Games involving pulling or taking of clothing are not allowed.
6. The school discourages bringing equipment (such as bats, balls, etc.) from home. All necessary equipment is provided for acceptable games played at proper times.
7. Students may not leave the playground once they arrive at school unless they receive permission from the principal or school secretary.
8. Students must receive permission from the adult on duty before retrieving a ball from the street or neighboring yard.
9. Swearing, foul language and name-calling are not allowed at any time.
10. The throwing of ice or snow and riding of skateboards, scooters, roller skates, roller blades, or bicycles are forbidden on school premises.
11. Any accident should be reported immediately to the staff member in charge.
12. All students must stay away from the river.
13. Students may not enter the school before the 1st bell without permission.
14. The bell at the end of recess is a signal for play to stop. When the bell rings students will stop or freeze. Everyone on the playground will be quiet. A teacher will blow the whistle and all students will walk directly and quietly to their classroom. This will take approximately two minutes.
15. In case of inclement weather, children may go into the building at 8:00 A.M. (Inclement weather is defined as stormy; when the temperature or wind-chill is 0 degrees F. or colder; or when the teacher in charge feels that conditions are too severe for children to remain outside.)

REPORTING TO PARENTS

1. Reporting to parents occurs three times each school year. A report card is issued at the close of each trimester and an APPT Individual Conference is scheduled in the fall/winter.
2. Each home will be notified of the time that their conference is scheduled and in case of conflict, rescheduling will be done.
3. Parents are encouraged to contact the school at any other time regarding the academic achievement of their students or when any other school related problems occur.

RESTROOM PRACTICE

1. Students should have their teacher's permission before going to the restroom while school is in session.
2. Every attempt must be made to keep the restrooms neat and clean at all times.
3. All students are encouraged to use the restrooms before going to the playground or going to lunch.

RIVERSIDE PARKING AREA

Please see Appendix C for updated parking and student drop off and pick up.

SAFETY DRILLS

Riverside School has developed plans to become better prepared to respond to a variety of situations. We believe by creating plans, sharing these with everyone who may need to be involved, and then by practicing these drills, we will be able to manage difficult situations more effectively. As we become skillful in our drills, we request your cooperation. If a real disaster should occur, every parent must know how to respond. Your cooperation will be essential in the following ways:

1. Safety drills are practiced at regular intervals throughout the year. These include fire, tornado, shelter in place, evacuation, and lockdown drills.
2. Fire and tornado drill directions are posted in each room. Teachers will review all safety procedures with their students.
3. At the signal, all students are to line up and pass in single file along their designated route in an orderly and quiet fashion.

Riverside Elementary School Emergency Preparedness

Please keep this information handy at home. 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

1. Do NOT call the school. Telephone lines must be kept free for outgoing calls to emergency personnel. In a citywide emergency, telephone lines may be busy and totally unavailable.
2. Listen to the local radio stations.
3. Tune in to School District Cable TV Channel (Charter Channels 98 or 989) for information and updates
4. Logon to the FDL School District Website www.fonddulac.k12.wi.us website.

How to Pick Up Your Child in the Event of a Real Disaster

1. Instructions for picking up children will be made available through the media. In some cases, the students may be evacuated from the school grounds. The only way you will know where to pick them up is by the media information.
2. 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 that conditions are safe.
3. 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.

In the event of a building evacuation, our alternate site is:

Church of Our Saviour, 363 S. Main St. (corner of 9th & Main St.)

SCHOOL HOURS

1. **The bell rings at 8:00 a.m. for students to enter the building.** Children are not to enter until the bell rings. They should come in via the playground door. **The school day starts at 8:15 a.m.** Adults on duty are assigned at 8:00 a.m. Children should not come to school before that time.
2. Children must go directly home upon dismissal at 3:15 p.m., unless directed to do otherwise by their parents or teacher. Playground supervision is not provided after school hours.

SCHOOL HOURS LATE START/EARLY CLOSING

DO NOT CALL SCHOOL! LISTEN TO LOCAL RADIO STATIONS OR CABLE TV!

School hours for late start days are calculated from the normal 8:15 a.m. starting time. Parents may have their child remain at home if safety is a concern.

Morning Early Childhood and 4 Year Old Kindergarten classes are cancelled on late start days.

If schools will not be in session because of severe weather, an announcement is made on the local radio stations.

LOCAL RADIO STATIONS THAT HAVE WEATHER ANNOUNCEMENTS ARE:

KFIZ AM	1450	WTCX 96.1	GREEN BAY TV: 2, 5, 11 & 26
WVBO FM	103.0	WOSH 1490	CHARTER CABLE CHANNEL:
WPKR FM	99.5	WFDL 97.7	DIGITAL: 989 NON-DIGITAL: 98

SAFETY PATROL

All students must follow the directions of the school crossing guards and safety patrol crossing guards.

- a. Cross the street only when directed.
- b. Walk (don't run) across the street.
- c. Cross only at corners
- d. Do not push or play in the street

SOLICITING BY STUDENTS

Students are discouraged from soliciting for funds or selling items in the building regardless of the cause.

SPEECH

1. Speech therapy is provided for students in need of this service.
2. Evaluation of students in need of speech therapy is conducted by the district speech therapists.

STUDENT CONDUCT ON SCHOOL BUSES

While law requires the school district to furnish transportation for certain students, it does not relieve parents of the responsibility of supervision of the student until the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Upon boarding the bus, a student becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

SCHOOL SUPPLIES

1. Textbooks are furnished by the Fond du Lac School District.
2. Each child should have supplies necessary for the work of his/her grade. A supply list of required materials will be provided. Lists are also available on the District Website (see front cover)
3. Students in grades 1-5 will be required to have a student planner. Teachers will distribute the planners in the classrooms. Cost to students for planners is \$3.00 (which is part of your student fees)
4. Basic supplies are sold in the school store. Other supplies must be purchased elsewhere.
5. To keep books in the best possible condition, we encourage children to protect the books with purchased or handmade book covers.
6. Students are to show reasonable care in the use of school supplied books and equipment. If a child loses or deliberately damages such items, he/she must pay for replacement or repair.

TEACHERS OF SPECIAL SUBJECTS

We have assistance from teachers in art, music (vocal and instrumental), physical education, speech therapy, learning disabilities, and library/media. These teachers have specialized training and bring new materials, approaches, and skills, etc. to the classroom teacher. They assist in developing programs for you to enjoy, and respond to requests for help made by the teachers, students, parents, and administrators.

Special teachers are on a regular schedule and are responsible to the building principal and their supervisor. If you should wish to meet with any of them, call our school office and arrangements will be made.

TELEPHONE

Telephoning by students is not allowed except in emergencies and then only with the permission of the teacher, secretary or principal.

TOBACCO, ALCOHOL & DRUGS

Fond du Lac School District policy prohibits the involvement of students with a controlled substance or alcohol on/in school property or at school sponsored events. Failure to comply with this will result in disciplinary action that may include referral to police, suspension or expulsion.

VISITORS AT SCHOOL We welcome and encourage all parents to visit our school.

For safety and security reasons, all exterior doors will be locked during school hours. Visitors must ring the doorbell at the main entrance and wait for a response over the intercom system. They will be asked to identify themselves and state the reason for the visit. Upon entry, visitors must sign-in at the office and obtain a visitor's badge/label. Prior to leaving visitors should sign-out at the office. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct.

To see additional information on visiting our school, please visit our District website to review Board Policy 11.10—Visitors to the Schools.

APPENDIX A

Behavioral expectations

"Students are responsible for complying with rules and regulations of the school district and the instructions of school district personnel and for accepting the authority of the faculty and school district officials on school property and at school sponsored off-campus events. Failure to meet these responsibilities will be cause for disciplinary action. Each teacher is expected to deal with the majority of problems which arise in her/her classroom."

A positive approach in disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students. In reference to discipline in the school, the ultimate goal is to develop an understanding of self discipline and its necessity to our society.

The school district shall not discriminate in standards and rules of behavior, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Corporal punishment may not be administered to students requiring discipline. Also, students shall not be subjected to discipline applied by other students, nor shall it take an unusual form. Reasonable restraint of a student may be used when necessary to prevent disruption of the classroom and/or to protect the safety of self or others."

Fond du Lac School District Board Policy 10.610

Safe & Orderly Environment

"The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes.... Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems."

"The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the policy on suspension and expulsion, which provides procedures by which students may be removed from the school community."

Reasons for suspension include:

- *Failure to follow school rules concerning attendance*
- *Truancy: Chronic and unexcused absenteeism or tardies*
- *Failure to follow school rules*
- *Failure to report to school detention*
- *Failure to follow direction of staff member/ insubordination*
- *Use of inappropriate language or gestures*
- *Inappropriate language or gestures at a staff member*
- *Fighting/ Assault*
- *Disruptive behavior or chronic disciplinary classroom referrals*
- *Smoking or possession of tobacco products on school properties/ activities*
- *Inappropriate use of flammable materials*
- *Tampering with fire safety equipment*
- *Use of or possession of alcohol on school property/ activities*
- *Use of or possession of controlled substance on school property/ activities*
- *Throwing snowballs or other missiles*
- *Theft, robbery, and or extortion*
- *Unauthorized use of school property*
- *Willful damage of school property*
- *Willful damage of property of staff member*
- *Inappropriate dress or personal grooming*
- *Trespassing on school property or a school activity*

Code of Student Conduct, WI Act 335

APPENDIX B

FORMAL COMPLAINT PROCEDURE

- Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 Coordinator. That employee shall send written acknowledgment of receipt of the complaint within 45 days.
- Step 2 A written determination of the complaint shall be made by the Title IX and Section 504 Coordinator within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
- Step 3 If a complainant wishes to appeal a negative determination by the Title IX and Section 504 Coordinator, he/she has the right to appeal the decision to the state superintendent within 30 days of the Coordinator's decision. In addition, the complainant may appeal directly to the state superintendent if the Coordinator has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841, Madison, WI 53707-7841.
- Step 4 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago, Illinois 60606.

APPENDIX C

The following pages include:

	Page
Parking, Student Drop Off and Pick Up / Map of Parking:	27-29
Student Immunization Requirements	30
Administration of Medication Form	31
In An Emergency, Know What to Do Sign	32

STUDENT DROP OFF AND PICK UP

In an effort to keep our students safe, Riverside School will be using the following Drop Off/Pick Up Procedures:

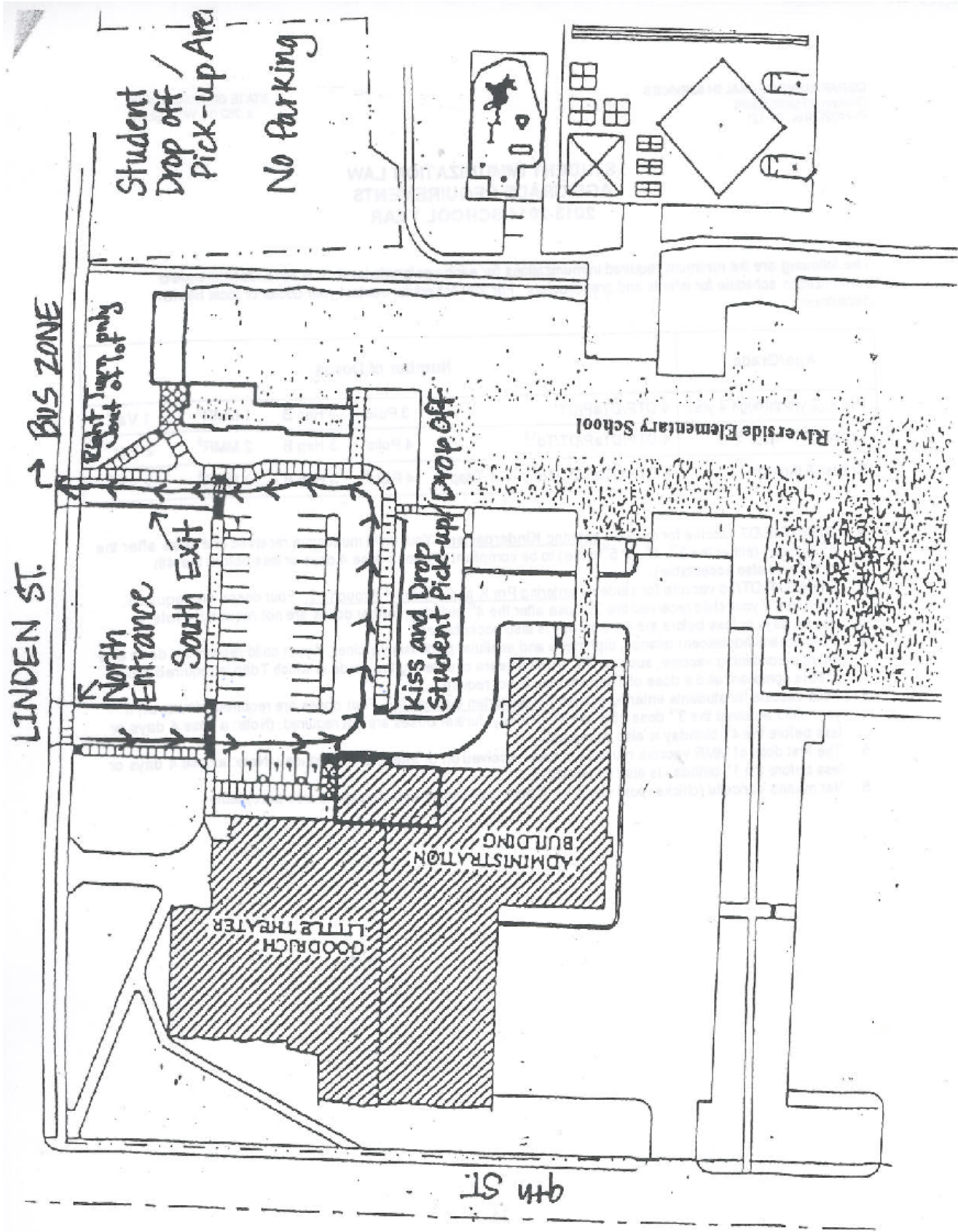
**** Adult supervision begins at 8:00 a.m. daily in the front of school and on the playground****

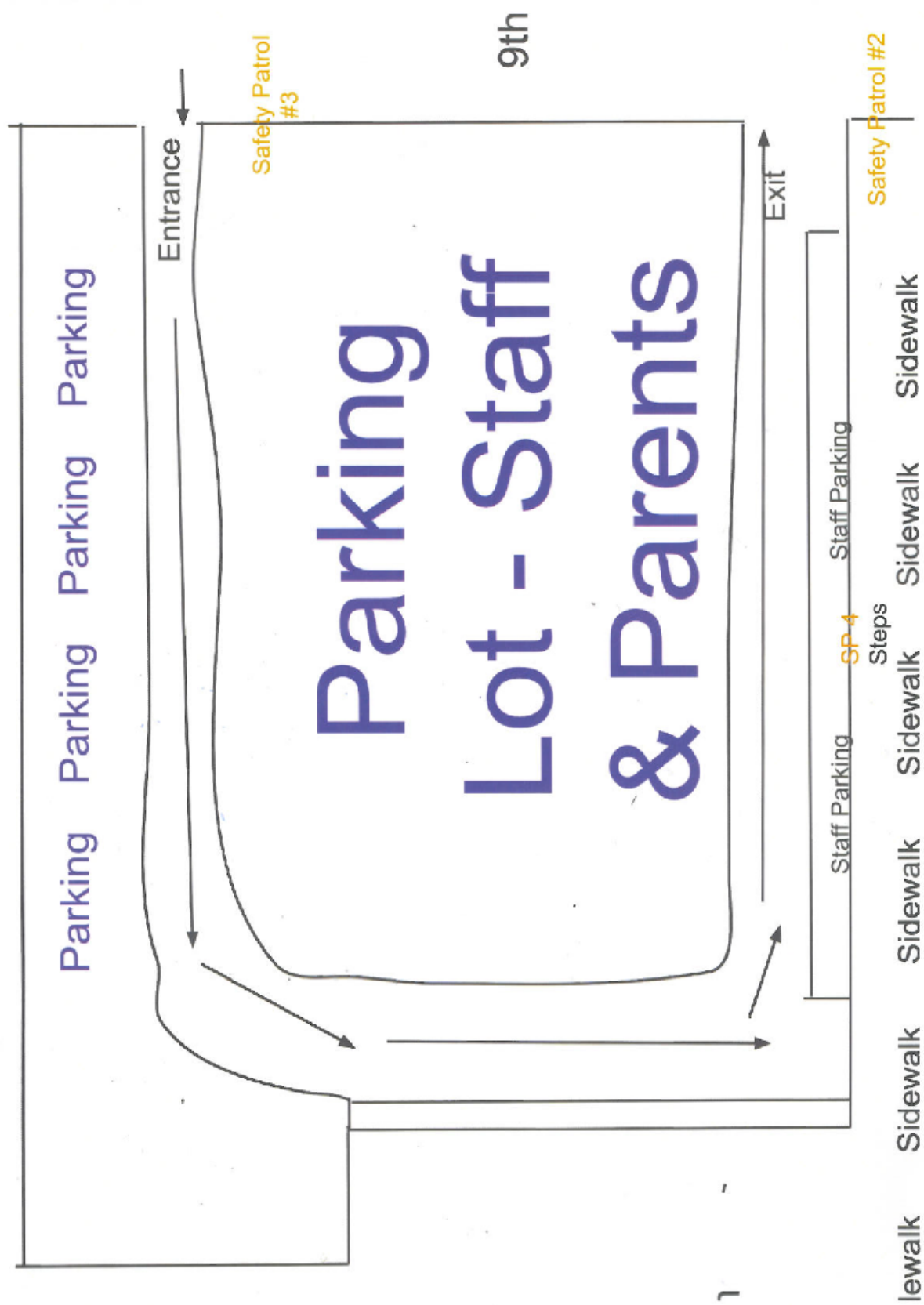
1. **All Students are dropped off at 8:00-8:10 a.m.** Please use the "Kiss and Drop" area in the main parking lot off of Linden Street to drop off your children in the morning. We ask that you do not park on Linden Street in our bussing zone due to safety concerns. The area has a yellow curb.
2. Cars should **STOP ONLY** on the **right side** of the driveway in the "Kiss and Drop" area. The left side is meant to assist in traffic flow. Students/Parents should walk down the sidewalk on the south side of our building to the playground area before school. Students in grades K-5th grade enter the building through the doors adjacent to our playground. Students in EC, 4K, and EE enter through the main entrance doors and/or Door 14.
3. Vehicles **MUST** adhere to the directional cones and posted signs in our parking lots and on Linden Street.
4. **Bikes** must be parked in the bike racks provided. Students in grades 3rd-5th who ride bikes will need to travel on the designated bike paths to the bike racks.
5. **STUDENT PICK UP - All students need to be picked up between 3:15-3:25 p.m.:**
 - We have adult supervision from 3:15-3:25 p.m. If a student is not picked up by 3:45 p.m., we will need to call the Fond du Lac Police Department for support in locating his/her parent.
 - EC, EBD, 4K, Boys & Girls Club, and students of siblings of these groups will be picked up in the "Kiss and Drop" Area of our parking lot off Linden Street.
 - Students enrolled in Kindergarten through 5th grades will be picked up in our "Greet and Go" area in the parking lot by the Gym/Aquatic Center off of 9th street.
1. **DO NOT PARK ON SIDEWALKS** - These are for bikes and pedestrians only.
2. **DO NOT PARK in the designated Handicap Parking Stalls or the Bus Loading/Unloading Zones** (even if a bus is not present at the time) Front of building is marked in yellow on drive area and posted with signs.

PLEASE HELP - Mid Block Crossing has been a problem identified by our school and district. Please speak with your child about the importance of using **crosswalks** provided to safely cross the street.

BE PATIENT AND SAFE! Please remember that these areas will become congested and it is very important that you plan accordingly and remain patient. Please do not let driver impatience be the cause of a student injury or conflict.

See the next two pages for our Riverside Traffic Maps





STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2014 SCHOOL YEAR and Beyond

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

FOND DU LAC SCHOOL DISTRICT
Physician's Order for Administration of Medication

This order for medication is required to be completed and presented to the school a child attends before any prescription drug may be administered to the child.
 (Wisconsin Statutes 118.29 (2)(a)(2).)

Student's Name _____ D.O.B. _____ Gender (M) (F) School _____ Grade _____
 Parent's Name _____ Address _____ Phone _____
 Physician's Name _____ Physician's Address _____
 Diagnosis _____

NO MEDICINE WILL BE GIVEN UNLESS IT IS IN THE ORIGINAL CONTAINER

- Physician please note: For the safety of our students, standard medication times are 8:30 am and lunch hour. Only when absolutely necessary indicate times outside of these standardized times for medication to be given.

Medication	Dose	Time to be Given			Duration (test dates)		Physician: Please list conditions or adverse reactions indicating parental and/or physician notification.	PRN (as needed medication) Indicate conditions under which medication should be given.
		8:30 AM	Lunch Hour	Other (test time)	Start	Finish		

INHALERS:

Students in grades 8-12 are permitted by law to possess and use inhalers independently with physician's signature. K-5 students may use inhalers independently at the discretion of physician and parent.

Level of independence recommended for this student:

- ☐ Totally Independent (Has been trained by physician on use and is prepared to self-administer)
- ☐ Inhaler is kept by designated school personnel and used under supervision.
- ☐ Other _____

Physician's Signature _____ Date _____

PARENT/GUARDIAN CONSENT FORM

I hereby give permission to the persons designated below to give medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician. I agree to hold the Fond du Lac School District, its employees and agents who are acting within the scope of their duties harmless (Wisconsin Statutes 118.29 (2)(a)(1)(2)(3)(b).)

I agree to notify the school in writing when any change in the above order is made.

Signature of Parent/Guardian _____ Date _____

Name of designated person(s) administering medication (to be completed by school principal and/or School Health Program Personnel).

1. _____ 2. _____ 3. _____

IN AN EMERGENCY KNOW WHAT TO DO...

ACTIVE THREAT! EVACUATE (AVOID) OR BARRICADE (DENY)

STUDENTS

Move to safety
Maintain silence
Follow teacher instructions

TEACHERS

Assess situation
-Evacuate if possible
-Shut locked door, and barricade
Reassess the situation
Take attendance
Communicate with Incident Command



HOLD! IN YOUR CLASSROOM. CLEAR THE HALLS.

STUDENTS

Move away from sight
Maintain silence
Do not open doors

TEACHERS

Shut locked doors
No one leaves classroom
Business as usual
Take attendance
Communicate with Incident Command



GET IN / STAY IN! GET INSIDE. SHUT OUTSIDE DOORS.

STUDENTS

Return inside
Bring everyone indoors
Follow teacher instructions
Shut outside doors

TEACHERS

Bring everyone indoors
Shut outside doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO THE ANNOUNCED LOCATION.

STUDENTS

Leave your stuff behind
Follow teacher instructions

TEACHERS

Lead evacuation to location
Take attendance
Notify Incident Command of missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Follow teacher instructions

TEACHERS

Lead evacuation to designated location.
Follow directions of Incident Command or authorities

