



## Parent Newsletter

# Hamilton Early Learning Center

September 2020

*"Learning & Growing Together"*

Dear Parents/Guardians and Students,

Welcome to a new school year! This newsletter includes our Handbook and information you need for a successful start to the school year. Your child's safety is our utmost consideration and we need everyone's help and participation in order for this to happen. ***This year our student hours are 8:00 am to 2:48 pm and all meals are free to Hamilton students. See more on this in this publication.***

### First Day of School

- September 1-4: Individual open house appointments
- September 8: First day of instruction

### School Hours for K-5

When we return to in-person instruction, school hours are 8:00 a.m. to 2:48 p.m.. More information to come when in-person instruction begins.

### Preschool and Early Childhood Hours

When we are face to face the school hours are: School hours for 4-year-old Preschool and Early Childhood vary according to the program(s) in which the child is enrolled.

- Early Childhood: 8:00a.m. to 10:30a.m.
- Morning Preschool: 8:00 a.m. to 10:30 a.m.
- Afternoon Preschool: 12:15pm to 2:48 p.m.

### Early Release Dates

There are four early release dates on the Hamilton calendar this year. They are all on Fridays. On these dates kindergarten through fifth grade will be dismissed two hours early which is 12:48 p.m. and there will be no afternoon preschool program. The dates are marked on the school calendar and are October 16<sup>th</sup>, December 4<sup>th</sup>, March 12<sup>th</sup>, and May 7<sup>th</sup>.

### Parent Teacher Conferences!

Mark your calendars for the following dates:

Monday, October 12	Noon to 8:00 p.m.
Thursday, October 15	4:00 p.m. to 8:00 p.m.
Monday, March 8	Noon to 8:00 p.m..
Thursday, March 11	4:00 p.m. to 8:00 p.m.

I look forward to seeing you and working with you toward the success of our students!

Sincerely,  
Ben Burns, Principal

## Student Arrival/Pick Up.

This is our **Safe Routes Traffic Flow Plan** (copy on Hamilton website). The plan was developed by a committee of parents, staff, and community agencies. Please help us keep our students safe. The plan is for the hours of 7:35 a.m. – 3:30 p.m.

- ☐ **Drop off or Pick up. At the start and end of the school day, everyone should use the north doors on 7<sup>th</sup> Street. During the school day, come through the vestibule.**
  - **7<sup>th</sup> Street** (and cut-out) in front of the school is for **Drop Off/Pick Up only**. **There is absolutely no parking allowed on the 7<sup>th</sup> Street cutout.** Drivers need to stay in their cars. Students may enter school through the 7<sup>th</sup> Street door.
  - **Johnson Street** (north of school) next to the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. There is **No Parking** there except for those needing the Accessible space.
- ☐ **Morning entrance.**
  - There will be one door open before school, the 7<sup>th</sup> Street silver Main Entrance door.
- ☐ **Bus Lane.**
  - **Adams Street** (south of school) next to the school is the **Bus Lane only**. **No parking or drop off.**
- ☐ **Parking.**
  - **8<sup>th</sup> Street** (east of school) has **parking** on both sides of the street.
  - Surrounding the school there is **parking** on all four of the streets on the side of the street which is not next to the school.
- ☐ **No Parking areas are designated by the city and could result in a traffic ticket.**
- ☐ **Please note that this traffic plan may change once in-person instruction begins.**



# HAMILTON HANDBOOK 2020-2021

## ABSENCES

For safety reasons, parents/guardians are asked to call school at 789-7695 **before 8:30 a.m.** if your child is absent or tardy due to an appointment, etc. An excused tardy or absence is due to a scheduled doctor or dentist appointment or an illness that has been phoned in by the parent or guardian, as long as it does not exceed ten days per school year per the Wisconsin State Statute. Examples of an unexcused absence/tardy due to late arrivals are missing a ride, the car not starting, or oversleeping. Please keep in mind if a student arrives at school after 9:30 a.m., they are considered to be absent for a ½ day with the absence being recorded as excused or unexcused. A student must report to the office for a pass if they are late arriving at school.

If a student must leave school during the day, their parent/guardian must report to the office to sign the student out of school. The secretary will notify the student and teacher. Parent/guardian should not go directly to the classroom without stopping in the office during the regular school day.

## ARRIVAL/PICK UP.

- Entrances may change when face to face instruction begins due to COVID-19.
- During in-person instruction **K-5 students** may arrive at school at **7:35 a.m.** **Preschool** students may arrive at **8:00 a.m. for the morning program and 12:10 pm for the afternoon program.**
- Students who are **walking** – Students should enter the school through the 7<sup>th</sup> Street main entrance.
- Students who are **riding the bus** - The busses will be dropping off or picking up students on Adams Street (the street on the south end of school). No cars are allowed in the bus lane.
- Students **arriving by car**. – The Traffic Flow Plan is as follows and is for the hours of 7:35 a.m. – 3:30 p.m.
  - There will be one door open before school, the 7<sup>th</sup> Street Main Entrance door
  - **7<sup>th</sup> Street** (and cut-out) in front of the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. Students may enter school through the 7<sup>th</sup> Street door. There is **No Parking** there.
  - **Johnson Street** (north of school) next to the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. Students may enter school through the 7<sup>th</sup> Street door. There is **No Parking** there except for someone needing the Handicap space.
  - **Adams Street** (south of school) next to the school is the **Bus Lane only**. **No parking or drop off.**
  - **8<sup>th</sup> Street** (east of school) has **parking** on both sides of the street.
  - Surrounding the school there is **parking** on all four of the streets on the side of the street which is not next to the school.
  - The No Parking areas are designated by the city and could result in a traffic ticket.

## BOYS AND GIRLS CLUB AFTER SCHOOL PROGRAM

Hamilton/SOTA is a site for the Boys and Girls Club. A registration form must be on file with the Boys and Girls Club before students may attend. Forms can be accessed through the Boys & Girls Club website or by calling the Boys and Girls Club offices: Hamilton site at 789-8461 and Mathy site at 784-5656. Applications and fees should be submitted to the Boys & Girls Club. For any questions regarding the Boys and Girls club please call 784-5656.

## BREAKFAST

During in-person instruction, breakfast is served at 8:00 a.m. in the classroom until further notice, and is free to all Hamilton students this year (see Meals below). However we still encourage families to complete the meal application as grants to support our school are based on this information.

## BUS INFORMATION

Bus route information is available through Go Riteway by registering online (found at lacrosseschools.org under the Parents tab and transportation) or calling them at (608) 881-6370.

## CLOTHING POLICY

Students are expected to dress appropriately for school. Any clothing or clothing accessories that create a distraction to learning or that have the potential to create a safety concern are not allowed in school. Clothing depicting alcohol, drugs, obscene language, sexual permissiveness or violence is prohibited as are bare midriff shirts, strapless halters and other revealing tops, skirts or pants. Students wearing this type of clothing will be asked to change clothes or cover up the offensive clothing.

## ELECTRONIC DEVICES

Students are not allowed to bring personal electronic devices, pagers, walkie talkies, tablets, etc. to school, except by special permission. All personal devices including cell phones must remain off and out of sight at school.

Students should bring their school issued iPad on in-person school days.

### LATEX-CONTROLLED ENVIRONMENT

Our school is designated as a latex-controlled elementary school. Materials that contain high concentrations of latex, such as most balloons, are prohibited. If you have questions regarding any product or material you may wish to bring to the school, please contact the office before bringing the item into the school.

### MEDICATION AT SCHOOL

If your child needs medication at school during the 2020-21 school year, please follow these guidelines:



#### *PRESCRIPTION MEDICATION*

- Need written consent from both parent and physician.
- Must be in a current, properly labeled prescription bottle.

Students may not carry medications in school. Exception: Asthma inhalers may be carried with appropriate written consent from physician.

#### *NON-PRESCRIPTION MEDICATION*

- Need written consent from the parent indicating the exact instructions for administration such as name of drug, amount to be given, and how often it can be given.
- Must be in its original container.

#### *CHANGES IN MEDICATION ORDER*

- When changes in the original medication order occur, they must be sent to school in writing by parent and/or doctor if necessary.

All medications must immediately be brought to the office. For the safety of all students and the community, we request that an adult bring the medicine. Please contact us if you have any questions or if we can be of any assistance.

### MEAL PRICES FOR ELEMENTARY STUDENTS

We are pleased to inform you that Hamilton has become a Community Eligibility Provision (CEP) school while participating in the National School Lunch and School Breakfast Programs for the 2020-2021 school year.

What does this mean for you and your children attending Hamilton? All enrolled students at Hamilton are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** each day of the 2020-2021 school year.



Important: Since Hamilton is a CEP school, it is necessary for each family to complete a Free/Reduced Application so that if you have children in other schools in our district they may still be evaluated to receive free/reduced meals at those schools. Completing the Free/Reduced Application is also necessary to qualify for other funding that will enhance educational opportunities for students. In addition, completing the form assures that your child will be evaluated for free/reduced status if you should move to another district school sometime during the year. The Free/Reduced Application was mailed to your home in late June. Families may also

complete this application online at the district website. If you have additional questions regarding this exciting program, please contact Kadie Haug at 789-7637.

Note: If you are getting a milk to go with cold lunch, the cost is \$.50 per milk.

(Note: Meal applications must be completed each school year).

### **School Meals During Virtual Instruction**

The School Nutrition Department is committed to providing nutritious meals to all students within District boundaries during this time! Breakfast and/or lunch will be provided on school attendance days Monday through Friday. You will have the option to pick-up your meals or have them delivered. Meal order forms will be emailed out weekly and must be submitted by 8AM on Friday for the following week. A new order form must be filled out for each student, each week, using their own keypad number (keypad numbers can be looked up in your Skyward Family Access account, under Portfolio, or by contacting the School Nutrition Office). Please check your email today for a meal order form for the first week of school!

If you do not have access to the internet/email, but would like to order meals, please call the Meal Order Call Center at 608-789-5880, opening Monday, August 31st. Call Center hours will be Monday - Friday 8am-1pm.

During face to face instruction, meals will be eaten in the classroom.

### **Milk Substitutions in School Meals**

USDA has recently changed regulations in our school meals program that will have an impact on some families. School nutrition programs can no longer substitute juice for milk. We are now required to provide an exact nutritional equivalent of milk. This change in requirements helps ensure that students receive adequate calcium and other key nutrients found in milk.

For students who cannot digest milk, Lactaid – a milk product without the troublesome milk sugar lactose — will be offered. Lactaid milk will be substituted free of charge if for diet reasons your child cannot consume milk. Parents must submit a doctor statement for this service.

This ruling does not apply to students *with* disabilities that affect major life functions. If your child has a disability, please contact your school's cook manager or the school nutrition office at 608-789-7625. We must have a special diet form completed that must be signed by your physician notating the diagnosis or medical condition that requires the student to have a milk substitute.

### **PERSONAL BELONGINGS**

Toys, trading cards, skateboards, scooters, roller blades, and video games are among the items not allowed in school. These items not only become a distraction and a safety concern, but are frequently targets for theft and misuse. The staff may confiscate any item that is threatening or disruptive to the school setting. Most confiscated items will be returned only to a parent/guardian. Items may be brought to school for demonstration or sharing activities only with the prior consent of the teacher. The school has no insurance covering personal belongings of the students. Please write your name on all of your child's belongings, especially book bags and coats. Cell phones must be turned off and out of sight at school.

### **PICTURE DAY**

This year's student pictures will be taken by Lifetouch Studios and is tentatively scheduled for October 8<sup>th</sup>. Information on package sizes and cost will be posted on the school website one week prior.

### **PARENT VOLUNTEERS**

Thank you for your interest in volunteering in our school! We are working on a plan for our return to in-person school in the fall. As plans are further detailed, we will have a much better idea of the level of volunteer opportunities we will be able to allow. We do expect that visitors to the buildings will be much more limited than in the past. As a result, we are currently not accepting or renewing volunteer

background checks at this time. The health and safety of our staff, students, and community members will be at the forefront of decisions made concerning visitors and volunteers.

### SAFE ROUTES TO SCHOOL

Walking and biking to school are healthy ways to commute to school. A crossing guard is located at the intersection of 7th and Johnson. Bike racks are located outside of the main entrance on 7th street.

Hamilton/SOTA is a participant in the Safe Routes to School Program.

#### Pedestrian Safety Rules:

Use the crosswalks

Obey the crossing guard

Never cross between parked cars where you cannot be seen

Look both ways before crossing

#### Bike Safety Rules:

Please wear a helmet

Stop at stop signs

Look both ways before crossing

### SCHOOL SUPPLY LIST FOR 2020-2021

The school supply list can be accessed on our school website for your convenience.

### STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

All students must adhere to the School District of La Crosse Student Code of Rights and Responsibilities (the link is <https://www.lacrosseschools.org/2020-2021-code-of-rights-and-responsibilities/>).

### VISITOR IDENTIFICATION

During regular school hours all visitors (even regular volunteers) must first report to the school office to identify themselves, sign in, state the nature of their visit, and obtain an identification tag. Visitors may need to enter via the vestibule during the school day as all doors are locked while school is in session.

### ONE TO ONE TECHNOLOGY USEAGE

#### **Building Student Handbook Technology Language**

#### **1:1 iPad/MacBook/Use of Any Computer, iPad, or other Technology Device in School**

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad/MacBook that may come home for completing school activities.

Students are issued a district iPad (K-5<sup>th</sup> grade/middle school) or MacBook (high school) as an integral part of their education. This means that the student has a responsibility to use the iPad/MacBook appropriately for educational purposes and to secure it from damage or loss. Doing so ensures the student has the necessary access to digital resources to be successful in all classes. In addition, shared iPad and computers are available for student use while at school. District policy 3630.2 – Internet Safety and Acceptable Use explains all responsibilities and privileges of the internet and digital tools. You will find this on the district webpage or may ask for a copy in the building office. The District Student Handbook summarizes this policy.

#### **Student Expectations**

- Students shall follow all district policy and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. Building principals, associate principals, and deans work with each student at the time of the infraction to determine a course of corrective behavior, compensation to the district, or legal action.
- Students will not share their district username and password with any other person except when asked by a school employee or by their parent/guardians. All information on the district issued iPad/MacBook is not private information and students should expect adults to review their work and files as necessary.

- By using personal email or other personal social media/gaming/online accounts students should expect these to be accessed if necessary with reasonable cause as identified by the building principal and/or the School Resource Officer.
- iPads are monitored through internet usage logs and MacBooks are monitored with keystroke capture. Each key pressed on a MacBook is logged and email notifications are automatically sent to building principals; including any work done with personal accounts.
- Students should not install any non-district approved apps or services on iPad/MacBook device. If this is done, students should expect these to be removed at any time by district personnel. Students should be aware of their actions while online so that malware and viruses are not brought into the district network.
- Students should not 'sync' the iPad/MacBook to any personal phones, iPods, other laptops, etc.
- Students should use online 'cloud' storage to backup any/all files that a student does not want to lose. Devices do fail and if this happens, any data/files stored on the iPad/MacBook may not be recoverable and all data can be lost. Students have access to iCloud, OneDrive, and Google Drive for backing up any/all school-related files.
- Students are issued a district-managed Apple ID and email to allow for access to many online resources and storage as well as to communicate with teachers, administration, and each other.
- District issued cases are to be kept on the iPad/MacBook student removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPad/MacBooks must be used with a case at all times.
- Students who take the iPad/MacBook home are to leave the charging cords at home and charge the iPad/MacBook fully for the next day's use. Doing this ensures the cords are not lost or damaged. Lost/damaged cords can be replaced in the school office. Non-Apple cords are not to be used and will not be accepted during hand-in.
- Students are to refrain from entering their first and last name, birthdate, address, or any other personal information on any online services. Teachers requesting students to use online services will ensure that the online site is appropriate for the age of the student and will not request the use of personal information unless the site is approved by the district technology department and has a partnership agreement for use of data with the approved vendor of the online service.

### Hand-out of iPad/MacBook

Schools will be issued an iPad/MacBook based on a schedule either within the school day, at registration, or after school. See the Voluntary Insurance section.

### Hand-in of iPad/MacBook

Schools will collect the iPad/MacBook based on a schedule either within the school day, at the end of the school year or when the student withdraws from the district. Any iPad/MacBook that is not returned during that time will be considered stolen public property and treated as such.

### Voluntary Insurance

Voluntary insurance for the iPad or MacBook is available from the building office during hand-out times at each school or when enrolling in the district. Parents/Guardians of students enrolled in August/September have until October 1<sup>st</sup> to pay the voluntary insurance or to visit with the building principal. If a new enrollee, the insurance will be paid within 3 weeks of enrollment. After those dates, the student's record will indicate that voluntary insurance is declined and the parent/guardian is fully responsible for any repairs or replacement if the iPad or MacBook is damaged/lost/stolen.

Below is a list of replacement costs for the 2019-2020 school year of the device, case, and power cords. Screen repair is also listed. These are subject to change in the 2020-2021 school year. Other specific repair costs are listed on the voluntary insurance form.

Item	Cost	Item	Cost
iPad Voluntary Insurance (Yearly, August to August, non-refundable)	\$20	MacBook Voluntary Insurance (Yearly, August to August, non-refundable)	\$30
iPad	\$300	MacBook	\$800
iPad Glass	\$100	MacBook Screen	\$400
iPad Power Brick	\$20	MacBook Power Brick	\$80
iPad Power Cable	\$20	MacBook Short Power Wall Adapter (Duckhead)	\$10

iPad Issued Case(New)	\$30	MacBook Issued Case	\$14
iPad Issued Case(Used)	\$15		

Voluntary insurance covers accidental damage to the laptop; each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.). Subsequent breakage of the same item is the responsibility of the parent/guardian. Repairs/loss due to negligence is not covered by insurance. Discussion between the building principal and student will result in the determination of accident or negligence except for liquid damage. Examples of accidental and negligent damage are as follows:

- **Accidental damage** includes walking down the hall with the device in the student’s arms and someone bumps into the student and the laptop is dropped; the student has a laptop in their backpack and someone else grabs the backpack and tosses it down the hall. Accidents are not because the student wasn’t paying attention, forgot the iPad/MacBook in a room or in a car, or thought “nothing will happen to it”. Students should notify the building office or school resource officer immediately if the iPad/MacBook is damaged, lost, or thought stolen. **DO NOT WAIT!** Broken screens or other damage may be harmful to the student.
- **Negligent damage** includes liquid in iPad/MacBook of any amount as no liquid should be by the iPad/MacBook at any time or used outside if there is rain or the possibility of rain; items placed between keyboard and cover resulting in screen breakage or hinge damage; holding the laptop by the screen instead of picking up MacBook from the bottom near the trackpad; MacBook/iPads in backpacks or cases that are thrown down or sat on by the student; MacBook/iPads/backpacks on floor in high traffic areas resulting in being stepped on by student or others; MacBook/iPads/backpacks left unsecured in areas such as lockers or cars. Any liquid damage to the iPad/MacBook will result in the iPad/MacBook being replaced at the parent/guardian cost as liquid damage is not considered accidental.

**Cases, power supplies, power cords, or electrical connectors (duckheads) are not covered** by voluntary self-insurance. Student/parent/guardian must purchase Apple brand power supplies, power cords, or duckheads from the school office or from Apple directly. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad/MacBook voiding the voluntary self-insurance and will be considered ‘missing’ at hand-in.

**Failure to return** any iPad/MacBook upon leaving the school/district or when requested will be considered theft of public property. Follow through by the School Resource Office or other appropriate legal authorities will be conducted.





## Table of Contents

**New Responsibilities – Coulee Region Virtual  
Academy**  
Page 2

**New Responsibilities – Blended Learning**  
Page 3

**Key COVID Procedures, Expectations and  
Responsibilities**  
Page 5

### Board of Education

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**REOPENING  
SCHOOLS**  
PLANNING FOR THE  
2020-21 SCHOOL YEAR

f t i y [www.lacrosseschools.org](http://www.lacrosseschools.org)



## New Responsibilities

The School District of La Crosse honors the rights of its students, parents, guardians, and staff and strives to create a safe and welcoming place for all students. All of us help create this positive and respectful learning environment and the tables below offer a summary of the new responsibilities we share to create a positive culture in our schools and district as our schools reopen amidst the COVID-19 pandemic

### Coulee Region Virtual Academy

#### Students

Responsibilities
Attend and engage in school regularly <ul style="list-style-type: none"> <li>- Maintain effective learner habits by planning your learning space, learning time, and learning schedule</li> <li>- Stay on pace in your classes</li> <li>- Participate meaningfully in your classes</li> </ul>
Use technology responsibly and appropriately <ul style="list-style-type: none"> <li>- Use your school device for learning</li> <li>- Communicate respectfully with your teacher and classmates on discussion boards, emails, or chats</li> </ul>
Communicate regularly with your teacher and share any concerns right away

#### Parents/Guardians

Responsibilities
Support your child(ren)'s education <ul style="list-style-type: none"> <li>- Help your learner plan and set up their learning space and schedule</li> <li>- Check-in with your student to help them stay on pace</li> </ul>
Build and maintain a positive relationship with staff at your child(ren)'s school
Partner with school staff to receive information about ways to improve your child(ren)'s academic or behavioral progress; including available interventions, supports, services and/or programs
Communicate at least weekly with your child's teacher and share any concerns you have right away

#### All School District Staff

Responsibilities
Create a welcoming environment. Have high expectations for all students. Connect with students with effective communication and engaging lessons
Build and maintain positive relationships with all students, their families and colleagues and seek regular feedback from students on instructional methods and pacing
Provide timely feedback on student work, assignments, projects, or assessments so students know that they are on track with their learning or have time to make adjustments
Communicate regularly with parents and guardians and share any concerns with them right away
Respond timely to any parent/guardian questions or concerns

# Blended Learning

## Students

Responsibilities
<p>Attend and engage in school regularly</p> <ul style="list-style-type: none"> <li>- Maintain effective learner habits by planning your learning space, learning time, and learning schedule</li> <li>- Stay on pace in your classes</li> <li>- Participate meaningfully in your classes</li> </ul>
<p>Use technology responsibly and appropriately</p> <ul style="list-style-type: none"> <li>- Use your school device for learning</li> <li>- Communicate respectfully with your teacher and classmates on discussion boards, emails, or chats</li> </ul>
<p>Keep Yourself and Others Healthy</p> <ul style="list-style-type: none"> <li>- Be diligent and honest when checking yourself for symptoms each day - cough, sneeze, fever, sore throat, etc.</li> <li>- Stay home when you or people living with you are sick or symptomatic</li> </ul>
<p>Maintain Safety</p> <ul style="list-style-type: none"> <li>- Watch your distance (physical distancing)</li> <li>- Wash your hands</li> <li>- Wear a mask when you are required to do so</li> </ul>
<p>Be Flexible</p> <ul style="list-style-type: none"> <li>- Prepare yourself for new routines</li> <li>- Be patient with yourself and others</li> <li>- Be ready to learn at school and at home</li> <li>- Be your own best advocate....speak up if you have questions or challenges</li> </ul>

## Parents/Guardians

Responsibilities
<p>Help Maintain Safety</p> <ul style="list-style-type: none"> <li>- Check your students daily for symptoms and keep them home if they have any</li> <li>- Communicate with the school when your student is sick</li> <li>- Help prepare your student to return to school by reviewing and practicing new routines with them</li> </ul>
<p>Help your learner plan and set up their learning space and schedule when they are assigned to Remote Learning</p>
<p>Communicate at least weekly with your child's teacher and share any concerns you have right away</p>
<p>Check-in with your student to help them stay on pace</p>

## All School District Staff

Responsibilities
Create a welcoming environment. Have high expectations for all students. Connect with students with effective communication and engaging lessons
Build and maintain positive relationships with all students, their families and colleagues and seek regular feedback from students on instructional methods and pacing
Provide timely feedback on student work, assignments, projects, or assessments so students know that they are on track with their learning or have time to make adjustments
Communicate regularly with parents and guardians and share any concerns with them right away
Respond timely to any parent/guardian questions or concerns

# Key COVID Procedures, Expectations and Responsibilities

Students who attend the School District of La Crosse are responsible for learning and following various expectations, policies and procedures. The topics referenced in this summary are not all-inclusive and do not cover every policy in effect. In alphabetical order, this section describes key policies, expectations, opportunities and responsibilities in the School District of La Crosse as our schools reopen amidst the COVID 19 pandemic. All administrative policies can be reviewed at <https://www.lacrosseschools.org/administrative-policies/>

## Attendance - General

The School District of La Crosse makes a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly, even while learning virtually, helps children feel better about school—and themselves. It is important that students learn that going to school on time, every day is important. Consistent attendance will help children do well in school, college, and at work.

### DID YOU KNOW?

- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### WHAT WE NEED FROM YOU

We miss your student when they are absent and we value their contributions to our school. We would like you to help ensure that your student attends school regularly to maximize their educational opportunity. If your student is going to be absent from school, in person or virtually, please contact your student's school main office.

### OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our buildings prepared to help if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to work collaboratively to identify barriers and provide supports to overcome challenges you may face in helping your student attend school.

## Attendance at the Coulee Region Virtual Academy

### Attendance and Engagement Expectations

- Time is the variable whereas learning is the constant. Students are expected to make reasonable progress according to their pacing plan. Attendance will be monitored by the online teacher.
- Attendance in online courses is performance-based. It is measured not only by logging on to the computer, but by successful assignment completion and submission, participation in course activities such as threaded discussions, and communication with the online teacher.
- Failure to attend or to make reasonable progress may result in having the course dropped, and students may not be able to take future online courses.
- Students not meeting the performance-based expectations for attendance may be considered truant from school and in violation of Wisconsin's Compulsory Attendance Statutes 118.15(1)(a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board.

### Attendance and Engagement Monitoring and Intervention

- Early Intervention (Students on CRVA Watchlist): Teachers will monitor students on the CRVA "Watchlist" to monitor for student progress within the course. When a teacher becomes concerned about a student's engagement and progress, they should contact the student and caregiver(s) to discuss the concerns and inquire about any barriers to learning and engagement. Based on the information shared, the teacher may:
  - counsel and monitor attendance;
  - develop and implement an informal attendance agreement;
  - refer the student or family to student services; or
  - refer the student to the administration for follow-up.
- Formal Intervention (Students in "Non-Compliance" on weekly attendance report): Unless there are extenuating circumstances (like the student is sick and unable to participate in learning, etc.), a formal meeting should be scheduled by the building administrator with the student, caregivers, and other stakeholders. The goal of the meeting would be to identify and address barriers to learning so attendance and engagement improve and to outline specific expectations for daily engagement, course completion, etc. While a student is on a formal attendance plan, days in which the student does not meet attendance and/or engagement expectations may be counted and documented as days of unexcused absence under WI 118.15 and will be coded as "Unexcused" in the Student Information System. Also, while a student is on a formal attendance plan, parent/guardian excused absences will need to be requested and approved by the principal prior to the day of absence.

## Attendance in Blended Learning (Face to Face and Remote Learning)

### Attendance and Engagement Expectations

- Student will be expected to participate and engage in learning during face to face and remote learning.
- Students testing positive for COVID, demonstrating or reporting COVID symptoms, or students who are identified as having COVID exposure through contact tracing will be excused from Face to Face learning and assigned to remote learning for one or more days, until it can be determined that the student is COVID-free. Students may also be assigned a staggered schedule where some of their learning days will be Face to Face and other days will be assigned remote learning.
- While in remote learning, students are expected to maintain instructional pace in their courses, so they remain “on track” for when they return to Face to Face instruction. This includes logging into their Learning Management System account, working on and submitting assignments, participating in course activities such as threaded discussions, and communicating with their teacher.
- Attendance will be monitored and documented by the classroom teacher. Students who do not maintain adequate instructional pace on remote learning days may be marked unexcused for part or all of that school day.
- Students who are unexcused from school or who are not maintaining instructional pace during remote learning may be considered truant from school and in violation of Wisconsin’s Compulsory Attendance Statutes 118.15(1)(a) that requires a child to attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board.

### Attendance and Engagement Monitoring and Intervention

- Early Intervention (4-5 days absence within a quarter): If the teacher becomes concerned about a student’s attendance or pace within a course, they are encouraged to contact the student and caregiver(s) to discuss the concerns and inquire about any barriers to learning and engagement. Based on the information shared, the teacher may:
  - counsel and monitor attendance;
  - develop and implement an informal attendance agreement;
  - refer the student or family to student services; or
  - refer the student to the administration for follow-up.
  - the teacher should retain dates and notes from their contacts with students and caregivers.
- Formal Intervention: Unless there are extenuating circumstances (like the student is sick and unable to participate in learning, etc.), once a student has exhausted their parent-excused days or is at-risk for receiving letters of truancy, a formal meeting should be scheduled by the building administrator with the student, caregivers, and other stakeholders. The goal of the meeting would be to identify and address barriers to learning so attendance and engagement improve and to outline specific expectations for daily engagement, course completion, etc. While a student is on a formal attendance plan, days in which the student does not meet attendance and engagement expectations may be counted and documented as days of unexcused absence under WI 118.15 and will be coded as “Unexcused” in the Student Information System. Also, while a student is on a formal attendance plan, parent/guardian excused absences will need to be requested and approved by the principal prior to the day of absence.

## Dress Policy – Hats and Hoods

The dress policy that was updated for the 2020-21 school year included new permissions for students to wear hats and hoods in schools so long as they allowed the face to be observed for student and visitor identification purposes. While masks are required during face to face learning, this permission will be suspended as students will be asked to remove hats and hoods while in school. Once the mandatory mask requirement is lifted, students will be allowed to wear hats and hoods per the district's Dress Policy.

## Health Screenings

In order to ensure that anyone entering our buildings is not displaying symptoms to COVID 19 and has not been in contact with anyone who has tested positive for COVID 19 all students, staff and visitors will be required to complete a symptom screening survey. This survey will be accessible through a daily email or a link/QR code provided by your child's school. This survey MUST be completed prior to entry every day that a student is in a school district building or participating in a school district sponsored activity. Any student who has symptoms of COVID-19 or who has been in close contact with someone who has tested positive for COVID-19 will not be able to enter school buildings and will be expected to participate in learning virtually, unless excused from school that day. A student who arrives at school without completing the survey will be required to complete the survey upon arrival.

Please remember to keep your child home if they or a person they live with:

- has symptoms of COVID-19
- has been tested for COVID-19 (due to symptoms or potential close contact with a positive case) and is awaiting results, or
- has been in close contact with someone who has tested positive for COVID-19.

The following are the questions asked for the daily symptom screening survey:

- 1) *Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or with someone who is awaiting results of a COVID-19 test?*
- 2) *Within the last 24 hours, has your child experienced the following symptoms above their baseline: Cough, fever, vomiting, shortness of breath, difficulty breathing, new loss of smell or taste, or taken medication to reduce a fever?*
- 3) *Within the last 24 hours, has your child had at least two of the following symptoms: Congestion, Runny Nose, Fatigue, Muscle and/or Body Aches, Sore Throat, Chills, Nausea, Diarrhea, Headache?*

**One YES response to question 1 through 3 will require a student to stay home from school and engage in instruction virtually.**

It is expected that parents complete this survey daily (when a student is attending in person school) prior to arrival at school. If a parent is unable to access the survey, they should contact their building administrative assistant for assistance.



## Masks and Health and Safety Expectations

Per guidance of the La Crosse County Health Department and State order, cloth facial coverings will be worn by all students (with exception of students under the age of 5).

Students with underlying medical, behavioral health, or sensory concerns that impact their ability to wear a facial covering will be exempted from this expectation with either a note from their medical provider or if agreed upon by an IEP team or building administrator. Please refer to the [CDC Feasibility Guidance](#) on mask usage for considerations related to which students should not wear masks.

Students will be provided two cloth face masks at the start of face to face instruction. Masks can be washed at home or left at school to be washed. Students and families can use face masks that they provide as long as they adhere to the school district appropriate dress policy. Students and families should be sure to consider that a mask must be worn on district transportation and upon arrival to school. Disposable masks will be available in the event a student forgets their mask. Additional cloth masks will be provided in the event a mask is lost or damaged.

Students will be required to maintain physical distancing and wear masks at certain times during the school day. Students will be provided with frequent reminders to do so. Students who decline to wear masks or physical distance when required to do so (without an exception) will be referred to the building administrator and may be assigned to remote learning until a plan for improved behavior can be developed with the student and their family. This will not be considered a disciplinary removal nor suspension as they will be expected to maintain pace in their course(s) while in remote learning.

## Screening and Monitoring for Student Needs

Student mental health and wellness is a priority. Parents, guardians and school staff can work together to make sure students are connected and supported and can intervene early when there are concerns. There will be several strategies in place to accomplish this.

1. Prior to school reopening, parents and guardians will be encouraged to report any transition concerns they may have about their student returning to school to school staff. Knowing this prior to school starting will allow school and student services staff the opportunity to make early connections with students and families and address any adjustment issues that may be present.
2. Once the school year starts, parents and guardians will be encouraged to contact their student's teacher or student services staff to report any concerning changes in their student's mood, affect, or behavior.
3. Teachers should report any concerning behaviors or changes in their student's mood, affect, or behavior to caregivers, student services staff and their building principal.
4. Age appropriate signage will be developed and posted within each school building encouraging help seeking behavior for students themselves or their friends.
5. Content Keeper, which actively monitors activity on district owned devices, will report concerning search terms or computer activity to building principals.
6. P3, an anonymous peer reporting application at the middle schools and high schools, will be advertised and administrators will monitor reports for their buildings.