

# **J. HINTGEN ELEMENTARY SCHOOL**

**2015-2016**



## **FAMILY AND SCHOOL INFORMATION HANDBOOK**

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# HINTGEN ELEMENTARY SCHOOL STUDENT HANDBOOK

**August 2015**

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Welcome to the 2015-16 school year at Hintgen Elementary School. This handbook contains school policies and procedures which will help you in understanding the daily operation of the school. Keep this handbook to find the answers to questions that may arise during the school year.

As always, Hintgen Elementary School welcomes parents. We encourage you to get involved in your child's education. The most effective learning for children takes place when schools and parents are active partners in education. Parents can get involved in school by visiting the classroom (please call in advance), volunteering time in the classroom or LMC, joining the PTO, and by attending Parent/Teacher Conferences.

During this school year, should questions arise that this handbook does not answer, please feel free to call school. We hope that all students will have an enjoyable and successful year at Hintgen. We believe that all of our students are important and can be successful in school and their learning.

Mark J. White  
Hintgen Elementary Principal

## **HINTGEN MISSION STATEMENT**

We, the staff of Hintgen Elementary School, believe that Hintgen should be a place where learning is enjoyable and all children experience success. Within that framework of success we will provide a safe, nurturing environment for children which promotes intellectual, emotional, and physical well-being. We will promote high expectations and individual growth within children while providing consistent practices that foster a sense of security and community. Hintgen Elementary School will encourage parental and community involvement to enhance students' ability to interact with society academically and socially.

## **ATTENDANCE**

Attendance is one of the major predictors of student success in school. We ask that parents send children to school on all school days, unless an illness would make the day unproductive for the child involved. Many parents ask when absences are excessive. The MOST a child should average is six to seven absences per year, unless a serious illness is involved. After ten days of absence for illness, parents may be required to present a doctor's note for additional illness absences to be counted as excused. The principal believes strongly in excellent attendance and will work to make that a priority by informing parents of excessive absences. Many students strive for and will be honored for perfect attendance each quarter. Please refer to the one page school district absence policy summary sent home in the open house folder for additional details and procedures.

Parents need to call the school on the day of an absence by 8:30 am. If a call is not received by 8:30 AM, the school will try to contact the parent to find out the nature of the absence. If contact by phone is not received, a note explaining the nature of the absence MUST be sent to school with the child when they return. The absence may then be excused if it meets the district criteria for excused absences. The reason we call is to insure the welfare of the children. Students arriving late to school must check into the school office upon arrival.

Trips, etc. must be arranged in advance with the building principal to be counted as excused through the Excused Absence Request or a note to the office. State law allows for ten days of parent excused absences, if reported in advance, for trips, etc.

If a call or note is not received the absence will be unexcused. Students counted as unexcused for five days in a semester will be declared truant and referred to the court and social service system.

### **ATTENDANCE VS TARDY**

Students arriving prior to 10:05 am will be considered tardy for the morning. Students arriving after 10:05 am will be considered absent. In the afternoon, students leaving school prior to 1:30 pm will be considered absent for the afternoon. The school principal will make the determination as to absences and tardiness being considered excused or unexcused on a case by case basis.

### **EMERGENCY INFORMATION ON THE ENROLLMENT FORM**

On each child's enrollment form, parents need to provide the school with the name and phone number of at least two people who could be contacted to pick up your child if you are not available, in case of illness or injury. Any changes in contact information, especially home, work and cell phone numbers, and place of employment, should be given to the school office to make sure that your child's records are up to date at all times.

## HEALTH CONDITIONS

Parents will receive a Health Conditions form at the beginning of each school year for their child on which all special health conditions for the child should be listed. These conditions may include:

Asthma	Allergies to Bee Stings, Food, Medications
Diabetes	Other Chronic Health Conditions
Seizure Disorders	Daily Medications

**\*\*\*See related information later in this handbook regarding more health and safety information. Parents may also view all district health related information on the school district webpage: [www.lacrosseschools.org](http://www.lacrosseschools.org). Click on Administration, Student Health Services for more information.**

## STUDENT RELEASE

If your child must be released from school during the day for a doctor's appointment, dentist's appointment, etc. a note should be sent to your child's teacher to forward to the office. Whenever possible, the parent should pick up the child. If you must send someone in your place, please include this information in your note. We ask that you make every attempt to schedule these types of appointments for outside the school day so that your child's education is not interrupted. Students will be signed out and released from the office directly to parents or their designee. Students may not be released without this personal contact in the office to ensure the safety of each child at school.

## EMERGENCY RELEASE

When it is necessary to send a child home during the day, the school contacts the parent/guardian first. If the parent/guardian cannot come for the child, he/she needs to send a friend or a relative for the child. Ill children cannot remain in school. If the parents cannot be contacted, the school will phone the emergency number listed for the child, and the child will be sent home with the emergency contact person.

## THE SCHOOL DAY

7:30 am	Breakfast Begins
7:45 am	Playground Opens
7:58 am	First Bell Rings (Students Come Inside)
8:05 am	School Day Begins
10:35am-12:30pm	Recess/Lunch
	(a 45-60 minute noon break staggered by grade level)
12:05 pm	PM Preschool Begins
2:45 pm	Dismissal
2:55 pm	Buses Leave

# MEALS

## BREAKFAST

Breakfast is available to all students beginning at 7:30 am each school day. Students report to the **back cafeteria entrance**. Breakfast meals are on the same system as the lunch program.

## LUNCH

Lunch is available to all students. Lunch money is collected in the office. Parents are encouraged to pay for meals and beverages on a monthly basis if possible.

Prices 2014-2015

Breakfast	Full Price	\$1.50
	Reduced Price	\$0.30
Lunch	Full Price	\$2.55
	Reduced Price	\$0.40

## RECESS MILK

There is no longer a recess milk break.

## COLD LUNCH MILK

Milk is available for students bringing a cold lunch and is sold only on a daily basis at a cost of 50 cents.

## MEAL ACCOUNT PAYMENTS

Free and reduced price application forms are available in the school office upon request. All families should receive an application in mid-August directly from the school district nutrition office. An application **MUST** be completed each school year to qualify for the free or reduced prices.

Payments can be made online through the Family Access system, or payments can be sent directly to school with your child. Checks should be made out to Hintgen School and be placed in an envelope marked with your child's name, teacher's name and room number, and "Lunch Money" written on the envelope. Payments made online have a \$0.50 surcharge. Payments should be made in advance of eating at school. The nutrition program is on a prepay system. Reminders will be sent home should account balances fall below a zero balance.

Parents wanting to join their child for lunch at school are asked to contact the school office by 8:30am to make a lunch choice so that a lunch can be made available for the parent or visitor. The cost for an adult lunch is \$3.65.

## HEALTH INFORMATION

For detailed information about the district's health program, please go to the District website, [www.lacrosseschools.org](http://www.lacrosseschools.org), Administration, Student Health Services. Information included on the website includes health forms, including medication, immunization, physical, dental, and vision forms, student health guidelines, and information regarding health and dental services for children.

We have included general student health guidelines here.

### STUDENT HEALTH GUIDELINES

#### When should your child stay home because of illness?

**FEVER:** greater than 100 degrees.

**VOMITING:** return 24 hours after vomiting

**DIARRHEA:** return 24 hours after diarrhea

**RASH:** rash that is open and draining or a rash with a fever

**CONTAGIOUS DISEASES:** strep throat, impetigo, pink eye, return after 24 hours of treatment with antibiotic

**NUISANCE DISEASES:** head lice, scabies, ringworm - must be treated before returning to school

**CHICKEN POX:** child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over

Please notify your child's school if your child is absent due to illness or injury.

If your child has a serious illness or injury that affects school participation, please notify your school principal or school nurse so a plan can be implemented to meet your child's needs.

### ILLNESS OR INJURY AT SCHOOL

Students who become ill or injured at school will be seen in the health room by trained staff. If your child is unable to return to class, a parent will be contacted. For your child's comfort please make arrangements to pick them up as soon as possible.

## **HINTGEN RULES AND PROCEDURES**

Be Respectful, Be Responsible, Be Safe - This is the guiding theme for all student and adult actions at Hintgen Elementary School. Following these three guidelines will promote a positive learning environment at Hintgen and will be reinforced through the building Positive Behaviors, Interventions and Supports Program(PBIS).

### **THE RULES WE LIVE BY**

1. Respect the rights and property of others and the school.
2. Keep your hands and feet to yourself.
3. Try your best.
4. Use only appropriate school language.

### **HALLWAY GUIDELINES**

1. Walk at all times.
2. Walk on the right side of the hallway – Tight to the Right
3. Voice Volume 0
4. Keep hands and feet to self – quiet hands and feet

### **ASSEMBLY GUIDELINES**

Hintgen Assembly Guidelines will be taught to students using the “The Five A’s” of assembly behavior. The Five A’s are Arrive, Attend, Allow, Appreciate and Applaud.

### **PLAYGROUND GUIDELINES**

1. Hands and feet are to be kept to yourself, unless as a part of a game like touch football.
2. Everyone is expected to be outside with the supervisors, weather permitting.
3. No toys or equipment (balls, cards, games, etc.) should be brought from home.
4. Football and soccer played on the grass only. Rule amended when grass area is snow covered.
5. Report accidents or problems to the playground supervisor.

### **SNOW BALL POLICY**

There are to be NO snowballs thrown at any time on the school grounds.

### **BICYCLE REGULATIONS**

1. All bicycles should be walked on the sidewalks on the school grounds.
2. One rider per bike.
3. Bicycles belong in the bicycle rack, locked if possible.
4. Bicycles should remain parked during the school day.

### **GUM AND CANDY**

Gum and candy are not allowed in school except in certain situations, such as parties or as allowed by the teacher.

## **NOON RECESS**

All students must go outdoors during the noon hour, unless supervised by a Hintgen staff member. Exceptions will be made if it is raining or when the temperature is 0 degrees F or less and when the wind chill is -5 degrees F or below. Recess notes will be accepted for one day only.

## **INSIDE NOON RULES**

1. Students will be supervised by at least two staff members checking on classrooms.
2. Students will need to be engaged and seated in an activity in their own classroom.
3. No chasing or running in the rooms.

## **LUNCHROOM RULES**

1. Voice Volume 1
2. Raise your hand to ask for help from an adult
3. Hands and feet to yourself
4. No “switching” food
5. Eight students to a bench
6. Walk in the lunchroom
7. Be respectful to adults and fellow students
8. Students must eat at least one-half of food taken

## **BREAKFAST RULES**

1. Regular lunchroom rules apply.
2. Once you leave the lunchroom, you are done eating. Go outside or to the gym on inside days.
3. Come to the lunchroom immediately after arriving at school, using the lunchroom entrance at the back of the building.
4. Breakfast begins at 7:30 am and ends at 8:00 am.

## **INSIDE MORNING GYM GUIDELINES**

Inside Gym Mornings: Raining or Wind Child below 5 degrees below zero.

On “Morning Inside Gym” days, the staff members scheduled for morning duty will be on duty in the gym ONLY.

1. Inside gym is from 7:45 am – 8:00 am.
2. Gym equipment is off limits to students.
3. Students should report directly to the gym after removing coats, etc.
4. Students are to sit down after entering the gym. This will eliminate any chasing, pushing, tripping, etc.
5. No equipment or toys should be brought into the gym.
6. There should be no students in the hallways. Staff who see students in the hallways without a reason to be there will direct them to the gym.
7. At 8:00 am, after the bell rings, students will be dismissed by the supervisors.
8. Permission is to leave the gym is required once the students are seated in the gym.

Individual teachers have the option of having students in their classrooms; however, those teachers are responsible for the supervisor of those students.

## **RULE VIOLATION GUIDELINES**

Violations of the school rules will be dealt with as is appropriate for the developmental level of the child and will follow the district procedures as set forth in the Student Code and Rights and Responsibilities. This may include the following:

- Verbal warning
- Notification of parents
- Discussion with teacher/principal
- Restitution
- Loss of privileges i.e. suspended from field trip, classroom activities, etc.
- Natural consequences i.e. vacuuming a mess, cleaning up, etc.
- Detention in the school office before/after school or at noon hour or time out
- Suspension in or out of school
- Referral to other school district programs and/or the police department

Possession of tobacco or illegal drugs by students, as well as flagrant acts of vandalism, will be referred to the police department, in addition to any school consequences.

## **ADDITIONAL HELPFUL HINTGEN HINTS**

### **ARTICLES PROHIBITED AT SCHOOL**

Students should not bring toys, games, radios, CD players, cards, balls, iPods, etc. to school to prevent possible loss. Laser pointers are not allowed in school by state law.

### **STUDENT PROPERTY**

All student property brought to school and stored in school facilities is subject to search by school personnel should the need arise.

### **STUDENT ACTIVITIES**

Students will have the opportunity to be involved in a student council, a school safety patrol, and several after-school clubs. Interested students should listen to the 8:05 daily announcements for meeting times and opportunities.

### **SAFETY PROCEDURES AND SCHOOL VISITS**

To protect the safety of Hintgen students and staff, all school doors will be locked from 8:15 am to 2:40 pm. Parents and visitors during those hours will use the door buzzer system to enter the building and must report to the school office to sign in and receive a

badge to wear during their visit to Hintgen to clearly identify all authorized visitors to our school. The school district does not assume responsibility for students from other schools visiting our staff or students during the school day. Hintgen has a safety plan with emergency procedures in place to ensure student safety, as well as, a camera surveillance system. All Hintgen staff will wear a photo ID badge clearly identifying them as staff to students and parents.

## **PARKING**

Parents are asked to observe the parking signs around the school and park only in designated areas.

## **DROP OFF AREA**

The drop off area in front of school requires everyone to follow the posted procedures to make sure that all of the students are safe. The drive area is for dropping off or picking up both before and after school only, parking and leaving a vehicle is unsafe and not permitted. Parents are requested to not walk across the traffic and into the front lawn for safety reasons and are asked instead to use the curved sidewalk for entering and exiting on foot.

## **DRESS STANDARDS**

We expect students who attend school to have outdoor recess daily, except in severe weather or when a doctor writes an excuse for medical reasons. Therefore, please be sure your child has and wears boots, scarves, mittens, hats, etc. during cold weather. Please be sure to mark clothing with the child's name or other identifying mark.

By state law, physical education is required of students. We expect students to be appropriately dressed for all activities. Gym shoes: Children must have tennis shoes for physical education. These shoes should be non-skid or white bottomed.

We ask parents to monitor closely the daily dress of their children prior to the child leaving for school. This need for appropriate school dress is an issue we try to spend as little time on as possible, but occasionally a situation will need to be addressed.

- Clothing should cover the entire midsection of all children; shirts should meet the pants.
- Hats, bandannas, etc. should be removed prior to entering the classroom to avoid unnecessary distractions.
- Students' pants need to be worn in a fashion that all undergarments are covered.
- No vulgar, inappropriate language or reference to drugs, tobacco, violence, gangs, sex, or alcohol should appear on clothing.
- Extra short skirts, shorts, or tops that are low-cut, revealing, haltered, or strapless should not be worn to school.
- Any clothing that could cause a disruption in the learning environment or that has the potential to create a safety concern is not allowed.
- Shoes with wheels are not allowed due to safety concerns.

Staff members may ask students to remove any chains, beads, rings, necklaces, etc. that interfere with learning or compromise the safety of an activity. A final decision as to the appropriateness of dress will be made by the principal.

## **FINANCIAL ASSISTANCE**

From time to time, families may experience some form of financial hardship. The school may provide financial assistance during the time of financial difficulty. An example would be paying for a child's field trip fee. Families may inquire about financial assistance by contacting the classroom teacher or the school office. All inquiries are confidential.

## **INSURANCE**

The School District of La Crosse does not carry insurance covering student accidents occurring on the way to school, at school, or on the way home from school. Families interested in purchasing an insurance policy through the school district will be provided the opportunity to do so at the beginning of the school year.

## **INTERNET FAMILY ACCESS AND SKYLERT**

Families with internet access can monitor student progress and lunch account balances from home computers through Family Access. Contact the school office if you need a reminder of your access log in and password. Messages for parents will be sent through the Skylert system and requires an active email on file with the school office.

## **SCHOOL PROGRESS**

Student progress will be reported to parents on a quarterly basis with a standards based report card.

## **PETS/ANIMALS IN THE CLASSROOM**

Pets and animals are not allowed in the building or school grounds unless the owner has received permission from the building principal. To provide for the safety and welfare of all children in our schools, family pets are not allowed in school or on the school grounds. The schools are not in a position to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children.

## **SCHOOL CLOSINGS**

Families are provided an Early Closing Card in the open house folder to return to school in case of an emergency school closing due to weather, etc. during the school day. All family members should be aware of plans in the event school closes early. School day emergency closings will be announced on the radio and television as soon as possible. Surround Care is not available when school closes early. School closings and late starts for weather prior to the start of the school day will be announced on all of the local media outlets by 6 AM whenever possible and sent out through the Skylert system.

## **VOLUNTEER FORMS AND FIELD TRIPS**

Any adult volunteering at school or chaperoning a field trip must have the District Criminal Background Check submitted at least ten days prior to the volunteering or field trip. Forms are available in the school office.

## **FIRE/TORNADO/SAFETY DRILLS**

During the course of the school year, we will conduct three types of student/staff drills to ensure the safety of the Hintgen community.

1. Fire Drills – Held monthly to evacuate the building.
2. Tornado Drill – Held once each April to move students to the safest school location.
3. Safety Drills - Held once each semester to move students to a safe area in their classroom in the event of an unwanted building visitor or potentially dangerous situation.

## **7:45 ARRIVAL TIME**

Students may begin arriving at school at 7:45 am for the 7:58 am opening of the school building. Prior to that, there is no supervision on the playground and students should not arrive before 7:45 am. The school cannot be responsible for the students outside before 7:45 am. Students who eat breakfast may report to the lunchroom at 7:30 am.

## **NO SMOKING**

State law prohibits smoking in all school buildings and on school property/grounds. We ask parents to help in this effort.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices may not be used in the school building or used during the school day. Their use is restricted to before or after school and outside the school building. Cell phones are not allowed in classrooms and must be turned off during the school day and stored in a backpack in the school hallway. This policy may be amended to allow controlled use of electronic devices like electronic book readers, cell phones, IPODS, and IPADS when a teacher has set guidelines for their appropriate classroom use.

## **AFTER SCHOOL ACTIVITIES**

Students participating in after school activities are expected to stay with the supervisor of that particular program. The office staff will not assume responsibility for supervising students waiting for an activity to begin or waiting for rides after an activity has ended. Parents are asked to be on time to pick up students after the activity has ended.

## **SCHOOL TRANSFERS AND ADDRESS CHANGES**

When a student moves from the Hintgen attendance area, please follow these procedures: If your child is moving from the school district to another school district, contact the school office so that arrangements can be made to forward your child's records to the new school district. If your child will be transferring within the school district, parents

should contact the school office. Parents will then be directed to also contact and visit the Welcome Center at Hogan Administrative Center, 789-7756, to register and verify their new address for the new school. Any student change of address needs to be verified by the Welcome Center.

## **TELEPHONE CALLS**

Telephone calls to school with a message for your child should be kept to a minimum. We allow children to call home if they forget books, instruments and other essential items, in cases of emergency, or in the event of a cancelation of a scheduled activity. Children may not use the telephone to obtain permission to go over to a friend's house to play.

## **HINTGEN HOMEWORK POLICY**

Homework at Hintgen Elementary School will be designed as extended practice to be completed after the initial learning is determined to be secure. Homework will be practice, not an assessment of skill acquisition. We believe that homework can both build responsibility and a connection between home and school, and that its purpose is to reinforce information taught during the school day. Homework will influence report card grade marks, but not indicators of proficiency which will be reserved for in class work, quizzes, and other assessments. In some cases a choice of homework activities will be provided.

Nightly independent reading at home will be at the student's independent reading level and will not be considered homework, but part of expected daily skill building activities which may also include math fact practice and spelling practice.

Examples of homework include but are not limited to:

Math reinforcement sheets  
Studying for quizzes and tests  
Unfinished class work that was started in class  
Home projects  
Recorder practice  
Vocabulary practice  
Home activities that reinforce taught concepts  
Handwriting practice  
Extra practice activities for a specific skill

Parents can assist their child and the school by:

- Having a quiet place in the home for their child to work
- Establishing a schedule and daily routine that includes homework completion and reading time
- Providing needed assistance and supervision as the child completes homework
- Creating a positive atmosphere in the home concerning homework
- Contacting their child's teacher if they have homework questions or concerns
- Communicating with the teacher if special circumstances prohibit the completion of homework

## **BUS DISCIPLINE**

The students are responsible for their behavior on the bus. Their behavior could influence the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distraction could endanger the lives of all the students being transported, therefore, behavior infractions must be reported and disciplinary action will be taken when needed.

The basic disciplinary steps when students have trouble on the bus are as follows:

1 <sup>st</sup> Offense	Conference student/principal, parent notification
2 <sup>nd</sup> Offense	Conferences student/principal, parent notification of final warning
3 <sup>rd</sup> Offense	Removal from bus 1-3 days
4 <sup>th</sup> Offense	Removal from bus 3-5 days

Major bus problems may result in a faster progression of the disciplinary steps.

## **WALKING AND BIKING TO SCHOOL**

Hintgen Elementary School encourages walking and biking school. Walking will also be encouraged before school, during the noon hour, and on inclement weather days to promote physical fitness and an active lifestyle. The car drop off zone is set up to allow students to access the school in safe manner by entering the school grounds on foot or bike using the curved sidewalk in front of school. In addition, school safety patrol members assist students when they need to cross the streets closest to school. Bike racks are available for students to store their bikes at during the school day. Bikes should be walked by students once they reach the school property to keep walking students safe. Hintgen is a participant in the Safe Routes to School program.

## **CORE VALUES**

The School District of La Crosse has endorsed the following Core Values and will promote them with students and staff in many different ways:

Honesty  
Respect  
Responsibility  
Compassion  
Self-Discipline  
Perseverance  
Giving

## **DISTRICT AND SCHOOL WEBSITE**

Additional information about school district policies, programs, etc. can be found at:  
[www.lacrosseschools.org](http://www.lacrosseschools.org)