

J. HINTGEN ELEMENTARY SCHOOL

2020-21



FAMILY AND SCHOOL INFORMATION HANDBOOK

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HINTGEN ELEMENTARY SCHOOL STUDENT HANDBOOK

August 2020

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Welcome to the 2020-21 school year at Hintgen Elementary School. This handbook contains school policies and procedures that 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 this year by connecting virtually with their child's teacher, by staying up to date on our Hintgen homepage and Facebook page, and by ensuring you are connected to Canvas, our new Learning Management System. When we are in "green" as guided the County Health Department, then we will welcome you into the school and we hope to re-engage with volunteering at that time. You can also stay connected by connecting with our PTO. We plan to hold virtual PTO meetings until we can meet in person again.

During this school year, should questions arise that this handbook does not answer, please feel free to call the school. We hope that all students will have an enjoyable and successful year at Hintgen, whether we are in our classroom walls learning face to face or engaging in remote learning. We believe that all our students are important and can be successful in school and their learning and we are excited to have them back!

Amy Oliver
Hintgen Elementary Principal

HINTGEN MISSION STATEMENT

The physical, emotional, social, and intellectual needs of every student will be met by emphasizing their individual strengths, empowering them to reach their highest potential.

Empower Every Child, Everyday: Dream, Believe, Achieve, Discover

ATTENDANCE

Each year, the School District of La Crosse makes a special effort to ensure that all students fully benefit from their education by attending school regularly. Research shows that missing 10 or more days of school can have a significant impact on student achievement.

Students are provided with 10 general absence days per school year. General absences include illness days, appointments without doctor/dentist notes, funerals, parent excused days without principal approval and all other absences. After students reach this 10-day limit, all absences will require a doctor's note or principal approval. If neither is provided, the absence will be marked "unexcused".

THERE WILL BE A SEPARATE HANDOUT REGARDING ABSENCES DUE TO COVID-19.

The school requires that parents or guardians call the school each morning by 8:30 AM to report an absence. A voicemail can be left at any time before, during, or after school hours. If it is not possible to call, please send a note with your student when they return to school. This will be turned in to the office. 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 ensure the welfare of the children. Students arriving late to school must check in at the school office upon arrival.

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. Unexcused absences can lead to truancy proceedings. There are many people in our building prepared to help if you or your student face challenges in getting to school. We promise to work collaboratively with you to identify barriers and provide support to overcome challenges you may face in helping your student attend school.

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 per year, if reported in advance, for trips, etc.

THERE WILL BE A SEPARATE HANDOUT WITH INFORMATION ON ATTENDANCE REGARDING COVID-19.

ATTENDANCE VS TARDY

Students arriving prior to 10:05 am, and after 8:05 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 ONLINE STUDENT INFO UPDATE

On each child’s annual online student info update, parents need to provide the school with the names and phone numbers 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 always up to date. ***If your address changes, you will need to contact the school office, fill out an Address Verification form, and provide proof of your new address. The form is available in the office or online at the Hintgen home page at lacrosseschools.org/hintgen. Click on the “School Documents” tab at the left.*

HEALTH CONDITIONS

Parents will review the Health Conditions form while completing the Online Student Info Update in Family Access during the summer each year. Parents should list all health conditions for their child on this form. 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. 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 appointment, dentist appointment, etc. a note or email 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. Without a note, the

school office will contact you if this person is not listed as an Emergency Contact on your child’s Skyward account. 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. Parents will need to comply with the School District of La Crosse’s new identification procedures and will have to have their driver’s license or State ID present when picking up.

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

7:45 am	Breakfast Begins
CLOSED	Playground Currently Closed
7:58 am	First Bell Rings (Students Come Inside)
8:05 am	School Day Begins
10:35 am	AM Preschool Ends
10:50am-12:45 pm	Recess/Lunch (45-60-minute noon break staggered by grade level)
12:05 pm	PM Preschool Begins
2:45 pm	Dismissal
2:55 pm	Buses Leave and students will be at the pick-up zone for parent/guardian pick up

MEALS

BREAKFAST

Breakfast is available to all students prior to school starting. This year due to COVID-19 breakfast will be provided and accessible to everyone in their classrooms. Once the county is back in “green” status as indicated by the health department, then we will resume breakfast in the cafeteria in the morning. We will notify you when this change will be able to occur. 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 monthly if possible.

2020-21 PRICES		
Breakfast	Full Price	\$1.60
	Reduced Price	\$0.30
Lunch	Full Price	\$2.80
	Reduced Price	\$0.40

COLD LUNCH MILK

Milk is available for students bringing a cold lunch and is sold daily at a cost of 50 cents. **Students who get Free/Reduced meals will also have to pay \$.50 for milk if bringing a lunch from home.**

MEAL ACCOUNT PAYMENTS

Free and reduced-price application forms are available in the school office upon request. All families who complete the online student info update have the option to complete the form online. An application MUST be completed each school year to qualify for the free or reduced prices (unless you receive a letter that you already qualify).

Payments can be made online through Skyward Family Access, or they can be sent directly to school with your child. Checks should be made payable to Hintgen Elementary 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. If you know your child's keypad number, please write that in the memo line of the check. 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.

Until we are in "green" as identified by the county health department, parents or volunteers will not be able to join during school lunch. 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 \$3.85.

HEALTH INFORMATION

For detailed information about the district's health program, please go to the District website, 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 ceases

DIARRHEA: return 24 hours after diarrhea ceases

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.

SEE SEPARATE HANDOUT WITH COVID-19 INFORMATION.

HINTGEN SCHOOL WIDE EXPECTATIONS

Be Respectful, Be Responsible, Be Safe - This is the guiding theme for all student and adult actions at Hintgen Elementary School. Following these three expectations will promote a positive learning environment at Hintgen and will be reinforced through the building Positive Behaviors, Interventions and Supports Program (PBIS). Teachers will actively teach the proactive schoolwide expectations so that students know the expectations in all environments of the school. **Attached, on page 11, please find our school-wide Behavior Matrix which outlines the expectations in each environment. In addition to these, please see the guidelines below:**

SNOWBALL POLICY

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

BICYCLE Expectations

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.
5. We suggest that the bicycles be locked to avoid theft. There are locks available in the school office for students to use when needed.

NOON RECESS

All students will be provided recess and when we can go outdoors, they will go out with their class unless a doctor's note has been provided and the student is 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.

BREAKFAST Expectations (when in "green" as identified by the County Health Department)

1. Regular lunchroom expectations apply.
2. Once you leave the lunchroom, you are done eating. Go outside to the playground 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.
5. Kids arriving late will be offered a walking breakfast to take to class.

MORNING RECESS - Expectations in the Gym (when in “green” as identified by the County Health Department)

Inside Gym Mornings: Raining, Temp of zero or colder, and Wind Child at -5 degrees.
(Doors will have the Penguin on them when it is to be Inside Recess.)

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 7:35 am – 7:58 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 in their grade level designated spot.
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 members who see students in the hallways will direct them to the gym where supervision is.
7. At 7:58 am, after the bell rings, students will be dismissed by the supervisors.
8. Permission to leave the gym is required once the students are seated in the gym.

LOGICAL CONSEQUENCES for Violation of School-Wide Expectations

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 (available on the school district website). This may include the following:

- Verbal warning and re-teaching
- 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.
- Logical consequence may be necessary, which includes removal from an environment and/or alternative plan for a period of time from the environment
- 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.

HINTGEN BEHAVIOR MATRIX

ADDITIONAL HELPFUL HINTGEN HINTS

ARTICLES PROHIBITED AT SCHOOL (Personal Belongings)

Students should not bring toys, games, radios, CD players, cards, balls, iPods, spinners, 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

When in “green” as identified by the County Health Department, 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 2:45 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. All visitors will need to check in at the main office and follow the La Crosse School District procedures for providing a license and signing in, and then wearing a corresponding badge during the 2020-21 school year.

During 2020-21, because of the COVID-19 pandemic, no one is allowed into the building past the office when we are not in “green” per the County Health Department. It will be expected that anyone who enters the office will be masked and following social distancing guidelines and markers. To the greatest extent possible we encourage you to call the office in the event you have forgotten something or would have ordinarily come into the building.

PARKING

Parents are asked to observe the parking signs around the school and park only in designated areas. Parking is now available in the front circle drive, on the street, and across from the school within the church parking lot.

DROP OFF AREA

The drop off area in front of school requires everyone to follow the posted procedures to make sure that all the students are safe. **The drive area in front of school is for dropping off or picking up both before and after school only, parking and leaving a vehicle is unsafe and not permitted unless in a designated parking stall.** 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. (See letter & diagram from Amy Oliver in your 1st day folder regarding drop-off/pick-up procedures.)

DRESS CODE

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, the Counselor/Social Worker 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 when completing the online student info update.

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 for grades KG-5 will be reported to parents this year on a semester basis. Progress will be shared during quarter 1 and quarter 3 during Parent Teacher Conferences. This is a district wide adjustment to reporting for the 2020-21 school year. The School District will continue to utilize standards-based reporting.

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 able 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 a Normal/Early Closing after school plan form in the summer mailing 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 by the local media outlets by 6 AM whenever possible and sent out through the Skylert system.

VOLUNTEER FORMS AND FIELD TRIPS

During the 2020-21 school year, because of the COVID-19 pandemic, there will not be any field trips allowed while the county is not in "green" as identified by the La Crosse County Health Department. Once we are in "green" then our traditional procedures will

be followed as listed here: Any adult volunteering at school or chaperoning a field trip must submit the online volunteer application at least ten days prior to the volunteering or field trip. Once the background check is approved, you will receive an email regarding your acceptance. Please contact the teacher once you are approved. An approved volunteer application is valid for three years.

FIRE/TORNADO/SAFETY DRILLS

During 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. Walking Evacuation Fire Drill – Held annually to practice the short-term evacuation.
3. Tornado Drill – Held once each April to move students to the safest school location.
4. 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.

7:35 ARRIVAL TIME

Due to the COVID-19 pandemic, this year there should not be any student who arrives to school prior to 7:45. Prior to that, there is no supervision and our playgrounds remain closed. The school cannot be responsible for the students outside before 7:45 am. Students should meet at their grade level designated entrance for the year. At 7:45, staff will begin to let students into the building following our COVID-19 screening procedures.

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. Teachers will teach students how to utilize the school district issued device for teaching and learning.

AFTER SCHOOL ACTIVITIES

When in “green” as identified by the County Health Department, students participating in after school activities are expected to stay with the supervisor of that 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, please contact the school office. An Address Verification form will need to be completed and the parent will need to submit proof of the new address, such as a utility, cable or phone bill or a signed lease with the parent name, new address, and a current date.
- If you move within the district into another school's boundary area and would like to have your child continue attending Hintgen, please contact the school office. You will need to complete a Boundary Exemption form and an Address Verification form and turn it in to the office for the Principal's approval.

TELEPHONE CALLS

Telephone calls to school with a message for your child should be kept to a minimum. If calling with a message near the end of the day, please try to call before 2:30 pm. Calls will not be sent to the classroom during the school day for children, but a message will be communicated to the teacher. The office gets very busy during the last 15 minutes of the school day and we want to ensure that the message gets to your child in time.

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. We encourage after school plans to be arranged in advance between the parent and the child.

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 fact fluency
- Studying for quizzes and tests
- Unfinished class work that was started in class

- Recorder practice
- Home activities that reinforce taught concepts
- 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 EXPECTATIONS

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 following is an example of what could occur as a Logical Consequence because of concerns on the bus:

1 st Offense	Conference-student/principal, parent notification
2 nd Offense	Conference-student/principal, Logical Consequence
3 rd Offense+	Conference-student/principal, Logical Consequence with bus removal for a period of time

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 a 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 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. **It is highly recommended that students lock their bikes. The office has a few locks available for daily checkout if a child forgets their lock or does not have one.**

CORE VALUES

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

Honesty
Respect
Responsibility
Compassion
Self-Discipline
Perseverance
Giving

TECHNOLOGY USE

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 (4th-5th 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 below.

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 1st 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 of the device, case, and power cords for the 2020-21 school year. Screen repair is also listed. 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.

DISTRICT AND SCHOOL WEBSITE

Additional information about school district policies, programs, etc. can be found at: www.lacrosseschools.org

Check out the Hintgen website at: www.lacrosseschools.org/hintgen

Green tabs – right side of Hintgen home page

- News from Amy Oliver, Principal
- Current Hintgen Newsletter
- COVID-19 Guidance – Mr. Schmidt, Counselor
- Health News from the Nurses
- Hintgen Supply List
- GO Riteway Bus Sign Up
- Online Student Info Update

Blue tabs – left side of Hintgen home page

- Skyward Access – takes you to Family Access Login
 - Pay toward your child's lunch account under the Food Service tab
 - Pay for your 4th/5th grader's iPad insurance in Fee Management
 - Under "Skylert" you can select to receive phone, email and texts for important announcements. Please select all that apply for you. Skylert is a very important communication tool used by the school and district.
- Parents/Guardians – links to District information
- School Documents – document links related to Hintgen, such as:
 - Address Verification/Change of Address forms
 - Annual Student Info Update directions
 - Boundary Exemption forms
 - Hintgen Family Handbook
 - Summer Mailing Forms
 - Excused Absence Form for absences of 3 or more days
 - School Supply List
- Activity Calendar
 - All of our student activities are on this calendar

School Year Calendar (2020-21) School Year Calendar

- All Non-School Days
- Parent/Teacher Conferences
- Early Release Days
- End of Quarter, 1st and Last Day of School

Articles with pictures – What's happening at Hintgen