

# **NORTH WOODS INTERNATIONAL ELEMENTARY SCHOOL**

**FAMILY AND SCHOOL INFORMATION HANDBOOK**



## **Welcome to North Woods International School!**

This handbook contains school policies and procedures that will help you in understanding the daily operation of the school.

As always, North Woods International 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 library, joining TEAM (parent organization), by attending Parent/Teacher Conferences and joining us in events throughout the school year.

North Woods is a Primary Year School for the International Baccalaureate Program. All IB schools share a common philosophy: A commitment to high quality, challenging international education.

### **North Woods Vision**

International-Mindedness through Inquiry

### **North Woods Mission**

North Woods International School is committed to preparing and inspiring students to become productive and compassionate citizens of our intercultural world. Through the IB Learner Profile we aspire to create a caring learning environment while offering a strong inquiry based curriculum, with an international perspective that fosters problem solving and lifelong learning.

### **IB Learner Profile**

Building wide Expectations will be developed, taught and celebrated around IB Learner Profile which includes the following attributes: Knowledgeable, Reflective, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers ,Inquirers and Balanced.

### **Contact Information**

Address: 2541 Sablewood Rd La Crosse, WI 54601

Phone Number: 608-789-7000

Fax: 608-789-7010

Attendance Line: 608-789-6401

Email: [northwoods@lacrossesd.org](mailto:northwoods@lacrossesd.org)

### **Office Staff:**

Keri Holter, Principal: [kholter@lacrossesd.org](mailto:kholter@lacrossesd.org)

Angie Zellmer, Administrative Assistant: [azellmer@lacrossesd.org](mailto:azellmer@lacrossesd.org)

Geri Patschull, Administrative Assistant: [gpatschul@lacrossesd.org](mailto:gpatschul@lacrossesd.org)

Jenifer Towner, Health Assistant: [jtowner@lacrossesd.org](mailto:jtowner@lacrossesd.org)

Jenna Euler, School Nurse: [jeuler@lacrossesd.org](mailto:jeuler@lacrossesd.org)

## **ATTENDANCE**

Our goal is to ensure that every student attends school regularly. School attendance is vital to your child's education. Attending school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

Research shows (Source: Attendance Works) missing 10 percent of the school year, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and is known as chronic absence.

If children are not in school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. Data has shown that children who are chronically absent in kindergarten and first grade were far less likely to read proficiently at the end of third grade.

### **Attendance Policy**

Students are provided with 10 general absence days per school year. General absences include illness days or 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 special approval. If neither is provided, the absence will be marked "unexcused".

Call to report your student's absence by 9 a.m. with your child's name, grade, teacher and reason for absence (608-789-6401). 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 into the office. An automated phone call from our Skylert system will go out to guardians approximately 9:30 a.m. to find out the nature of the absence and to ensure the welfare of the child(ren).

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.

### *Helpful hints:*

- Fill out the Pre-Arranged Absence Form for any parent arranged absences for more than three days. This form can be found in the office, or on the school website. This form is then approved by the principal. This form is used for family vacations/trips or other family needs.
- If your student is sick for more than two days, it might be best to contact a clinic to discuss if your child should make an appointment.

- Schedule appointments before school (arrive by 10:35AM) or late in the day (after 1:15PM). These absences are exempt from a student's attendance record. Please let the office know of appointments in advance.
- If picking up your child during lunch, please give advance notice to your student's teacher and office staff.

### **EMERGENCY INFORMATION**

On each child's annual online enrollment information update, parents need to provide the school with the name and phone number of at least two people who could be contacted to pick up their child if parent/guardian is 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. *\*\*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.*

### **STUDENT RELEASE**

If your child must be released from school during the day, a note should be sent 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 the 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.

### **Court Physical Custody Orders Documentation**

All parents/guardians listed in Skyward Family Access as the primary contact for a student, have the legal right to pick up during school hours. If there are any Physical Custody Orders for a student that would change the conditions affecting pick up/drop off during the school day, it is the responsibility of either parent/guardian to provide the legal documentation. This documentation is then placed in the student's file. For any questions regarding Physical Custody Orders, we ask that you contact our school social worker, Tim Hanson at [thanson@lacrossesd.org](mailto:thanson@lacrossesd.org).

### **EARLY PICK 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. In the case of an emergency release declared by the school district (i.e. weather), staff will use the Early Release & Emergency Release Form filled out at the beginning of the year. If you need to make changes to this form, contact your student's teacher and/or the main office.

### **SCHOOL CLOSINGS**

Families are provided an After School Plan Form & an Unexpected Emergency Release Form in the summer mailing. 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 a.m. whenever possible and sent out through the Skylert system. If changes must be made to your child's form, please contact the teacher and/or main office in advance.

### **BUILDING SECURITY**

All doors to North Woods International will be locked during the day. Doors will automatically lock after the start of the school day and will reopen 10 minutes before dismissal time. Staff will use their school district badge to scan into the building during recess or other outdoor activities.

### **SCHOOL DAY SCHEDULE**

8:10 a.m.	Breakfast Begins (Supervision starts)
8:10 a.m.	Playgrounds Opens (Supervision starts)
8:25 a.m.	First Bell Rings (Students Come Inside)
8:35 a.m.	School Day Begins
11:05 a.m.	a.m. Preschool Ends
11:00 a.m.-1:00 p.m.	Recess/Lunch (See below)
12:45 p.m.	p.m. Preschool Begins
3:10-3:15 p.m.	Dismissal

### **BREAKFAST**

Breakfast is available to all students beginning at 8:10 a.m. each school day. Breakfast meals are on the same system as the lunch program. Students should go directly to the cafeteria upon entering school to eat breakfast. Students who do not eat breakfast are asked to go out to the playground until the bell rings at 8:25 a.m.

### **LUNCH**

<b>GRADE LEVEL</b>	<b>LUNCH TIME</b>
Kindergarten	12:00-12:30 p.m
First Grade	12:00-12:30 p.m
Second Grade	12:30-1:00 p.m.
Third Grade	12:30-1:00 p.m.
Fourth/Fifth Grade	11:30-12:00 p.m.

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.

2022-23 PRICES			Average Monthly Cost
<b>Breakfast</b>	Full Price	\$1.65	\$33.00
	Reduced Price	\$0.00	\$0.00
<b>Lunch</b>	Full Price	\$2.85	\$57.00
	Reduced Price	\$0.40	\$8.00
<b>Adult Lunch</b>	Adult Price	\$4.25	\$85.00

**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. Free/Reduced meals must be taken with all components.

**MEAL ACCOUNT PAYMENTS**

Free and reduced-price application forms are available in the school office upon request. All families who complete the online enrollment information 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.

Payments can be made online through the Family Access system <https://skyward.lacrosseschools.org/scripts/wsisa.dll/WService=wsEAplus/skyportlogin.w>, or they can be sent directly to school with your child. Checks should be made payable to **North Woods 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. 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 9:00am 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 \$4.25. Parents can also bring in food for their student(s). We ask however that the parent contact the school beforehand or let staff know if the food may contain allergens (i.e. peanuts).

**HEALTH INFORMATION**

For detailed information about the district's health program, please go to the District website, [www.lacrosseschools.org](http://www.lacrosseschools.org), hover over Programs & Services, then click on School Health. 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.

### **Student Health Guidelines**

When should your child stay home because of illness? Students should stay home for 24 hours after a fever greater than 100 degrees has gone away without the aid of medication. Students should stay home for 24 hours after vomiting has stopped without the use of medication. Students should stay home for 24 hours after diarrhea has stopped without the use of medication. Students should stay home if they have a rash that is open and draining or a rash with a fever. Students should stay home for 214 hours after beginning treatment with antibiotics for contagious diseases such as strep throat, impetigo, pink eye, etc. **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

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. [Parent's Health Guide](#)

### **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.

Students should keep an extra change of clothes in their locker in case of accidents and/or muddy days. Students who need to borrow clothes from the health office should wash and return to school as soon as possible. If your family has any clothes they wish to donate, please contact the health room 608-789-6404.

### **Health Conditions**

Parents will review the Health Conditions Form while completing the Online Student Update in Family Access during the summer each year. Parents should list all health conditions for their child on this form.

**\*\*\*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.**

## **CODE OF RIGHTS AND RESPONSIBILITIES**

The Code of Rights and Responsibilities can be found on the La Crosse School District webpage ([click here](#)). This code applies to all students enrolled in the School District of La Crosse.

## **INCLEMENT WEATHER**

### **Heat Index and Exposure**

1. All staff and coaches supervising students will keep aware of daily temperature/humidity levels when heat conditions are 85 degrees or greater and temperature/wind speed cold conditions are 10 degrees Fahrenheit or less and wind speed is 10 MPH or greater
2. All staff and coaches supervising students will modify physical activities when the heat index falls within Extreme Caution (90-105 degrees Fahrenheit range). All participants will complete an acclimation period to build up tolerance to the heat. Fluid intake must be encouraged to prevent dehydration. Activity levels should be varied to allow for sufficient periods of rest. All participants should be monitored carefully to identify individuals with early symptoms of heat illness. Individual differences must be taken into consideration. All participants with symptoms of heat illness must be seen by Athletic trainer.
3. All staff and coaches supervising students will discontinue physical activities when the heat index falls within the danger level of 105-130 degrees F range.
4. All Staff and Coaches supervising students should prepare a backup activity to replace a planned or scheduled activity in the event that an activity is canceled.

### **Wind Chill**

1. All staff and coaches supervising elementary students will discontinue physical activities in the outdoors when the temperature is 0 degrees Fahrenheit or less and when the wind chill is -5 degrees or below.
2. All staff and coaches supervising students should prepare a backup activity to replace a planned or scheduled activity in the event an activity is canceled.

### **Winter Gear**

Please be sure to label winter clothing. Any lost and/or unlabeled winter gear will be placed in the lost and found. Parents will be notified when the lost and found will be cleared out and donated. The lost and found is typically emptied after each season. We also have winter gear available for children experiencing hardship. Please contact the school social worker for more information.

## **BICYCLES AT SCHOOL**

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.

### **RECESS**

All students must go outdoors during the scheduled recess times, unless supervised by a North Woods 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.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

#### **Be Respectful, Responsible and Safe**

This is the guiding theme for all student and adult actions at North Woods. Following these three guidelines will promote a positive learning environment and will be reinforced throughout the building using our Positive Behaviors, Interventions and Supports Program (PBIS) framework. Teachers will actively teach the proactive schoolwide expectations so that students know the expectations in all environments of the school. The PBIS Tier 1 Team is responsible for PBIS decisions throughout the school year.

#### **Celebrations**

Each month, students attend a community day for morning meeting. These community days promote school-wide unity through the use of all-school activities and promoting positive student behavior. Celebration days occur twice a year, and typically are full-day celebrations. North Woods has a “Winter Fun Day” in the winter, and an “Outdoor Fun Day” in the late spring.

North Woods International promotes the use of different universal incentives to promote building-wide expectations. Students may also receive other positive rewards. A Paw Pal is a slip that promotes positive reinforcement for behavior. Timber’s Tip Top Pack is another reinforcement system. Timber Token’s are given out by staff to students going above and beyond. Monthly, students are eligible for “Student of the Month.” This decision is made by teachers in a grade level to select students who are going above and beyond to live our International Baccalaureate attributes.

### **BUS AND PICKUP EXPECTATIONS**

#### **Parent Pick up Area:**

- Remain in the pick up area when waiting for caretakers.
- Tell the adult in charge when their ride arrives so staff know they are leaving and can make sure it is safe to go to the vehicle.

## **Bus Loading Expectations:**

### Be Responsible

- Hallway rules apply when walking outside to the bus line and bus.
- Remain in your bus line until an adult walks you to your bus.

### Be Respectful

- Use a level 1 or 2 voice.
- Keep your hands and feet to yourself (body basics) while waiting in line or in the pick up square.

### Be Safe

- Walk to the pick up square, bus line and bus
- Stay on the left side of the yellow safety line, away from the street.
- Stay off of all equipment near and around the bus line.

## **On the Bus Expectations:**

- Bus driver (and aide) are teachers so follow their directions.
- Speak in a level 1 or 2 voice.
- Face forward with your seat on the seat and your back on the back of seat.
- Remain seated when you are riding the bus.
- Be kind to your bus mates.
- Keep your hands and feet to yourself when riding the bus (body basics).
- Keep aisles clear of feet and backpacks.
- NOTHING goes out the window of your bus.

## **Bus Discipline**

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. **Riding the bus is a privilege not a right! The school bus is a classroom!**

## **BATHROOM EXPECTATIONS: BE QUICK - BE QUIET - BE CLEAN**

### **Be Responsible**

- You are here to use bathroom
- Chat with friends at lunch and recess
- Should be in bathroom less than 5 minutes
- Sit on toilet
- Pay attention to what you're doing.

### **Be Respectful**

- Use a level 0 or 1 voice

- Wait quietly in line when bathroom is busy--give space to people

### **Be Safe**

- Flush toilet when finished
- Wash your hands with 1-2 pumps of soap and shake hands in sink when done washing
- 3 Paper towel pumps (1 2 3, that's enough for me or 1 2 3, save a tree). Paper towel goes in the trash can
- Give space to those in stall & keep eyes from wandering into stall
- Lock stall when in use

## **CAFETERIA EXPECTATIONS**

### **Be Responsible**

- Eat, *then* socialize with friends
- Stay in your spot--Raise your hand for help, or when it's time to dump your tray
- Clean up your space (tray, garbage, and spilled food--do your best)

### **Be Respectful**

- Use manners--be a good friend (invite others to sit by you)
- Use a voice level 1 or 2 (0 when teacher directed)
- Wait in line for food with a level 0 or 1 so nutrition staff can talk with other students
- Eat your food

### **Be Safe**

- Wash your hands before getting in line
- Walk: Carry your tray with strong hands and balance
- Look where you are going
- Hands, feet, and objects to self
- Do not share food
- Give space so friends can eat

## **HALLWAY EXPECTATIONS**

### **Be Responsible**

- Follow rules even when no one is looking
- Walk on right even around corners
- Lockers: Keep clean. All items in the locker or hanging on lockers
- Keep hallways clean

### **Be Respectful**

- Voices level 0 or 1 (remember other students are learning)

- Use silent signals: wave to say high, peace sign, smile, eye contact, etc.
- Move items found in hall to side of hall or to lost and found
- Pick up trash and put in a garbage can

**Be Safe**

- Walk facing forward
- Hands, feet and objects to self (no jumping up to touch things hanging from ceiling or to hang or touch door jam)

<b>Playground Expectations</b>	
<b>Expected Behaviors</b>	<b>Un-Expected Behaviors</b>
Share	Being selfish
Trade	Playing unfair
Take Turns	Playing un-safe
<b>Looks Like</b>	<b>Looks Like</b>
Nice and polite words	Mean words, rude behavior
Include others	Ignore and/or exclude others
Use school rules	Make up rules
Respect personal and word space	Kicking, pushing, tripping and tackling unkind hurtful words
Treat others the way you would like to be treated	Doing what you want when you want
<b>Sounds Like</b>	<b>Sounds Like</b>
“Please... Thank you...”	Not talking. Being rude.
“Would you please play with me?”	“You can't play!”
<b>Feels Like</b>	<b>Feels Like</b>
Happy, Excited, Elated	Sad, Angry, Mad
<i>Think Spot</i>	Any bench is an acceptable think spot.

## Equipment Rules

<b>Structures</b>	<ul style="list-style-type: none"> <li>* Use body control when playing on structures.</li> <li>* Avoid running on, or playing on structures when wet.</li> </ul>
<b>Glider:</b>	<ul style="list-style-type: none"> <li>*If you can't reach the glider on your own you should not use it.</li> <li>*Lifting others up to reach the glider is not allowed.</li> <li>*One way trips, when students are waiting in line to have their turn.</li> <li>*One person on the glider at a time and keep personal space from others.</li> </ul>
<b>Wheel:</b>	<ul style="list-style-type: none"> <li>*2-3 people at one time on the wheel.</li> <li>*Hang from hands only.</li> <li>*Move away quickly when you drop off.</li> <li>* Do not stand below the wheel, accidental kicks can hurt others.</li> </ul>
<b>Slide:</b>	<ul style="list-style-type: none"> <li>* One person at a time.</li> <li>* Watch your surroundings when using slide to ensure safety.</li> <li>* Wait until slide is clear.</li> </ul>
<b>Wood Chips:</b>	<ul style="list-style-type: none"> <li>* Leave chips on the ground.</li> </ul>
<b>Grass/Field:</b>	<ul style="list-style-type: none"> <li>*Stay in sight of playground supervisors.</li> <li>* Boundaries- Grassy area, from burm to hill, and not beyond metal backstop of far kickball field. Areas around the side of building are out of sight, and off limits.</li> <li>* Burm – Please Keep Off</li> <li>* Hill – Climbing on the hill is o.k. <b>only</b> during sledding.</li> <li>* Kickball fields – Please be responsible when there are puddles on the bases.</li> <li>* Woods – Off Limits</li> <li>* Evergreen Trees- trees by hill are considered woods and are off limits</li> </ul>
<b>Blacktop:</b>	<ul style="list-style-type: none"> <li>*Acceptable games – 2 square, 4 square, tetherball, basketball, funnel ball.</li> <li>*No kicking balls on the blacktop, it is dangerous. A kicked ball can hit another child or could land on the roof.</li> </ul>
<b>Cold Weather:</b>	<ul style="list-style-type: none"> <li>*Dress appropriately: Students must wear a jacket outside when the temperature feels like 40 or below.</li> <li>*No sliding on ice.</li> </ul>
<b>Lining Up:</b>	<ul style="list-style-type: none"> <li>*Stop playing as soon as you hear the bell, and hustle to line up.</li> <li>*Morning: Designated lines and doors. Backpacks don't hold places, just a place to set them down and Lunchtime: Line up with your class.</li> </ul>
<b>Climbing</b>	<p>The only acceptable equipment to climb on is the monkey bar structures. There is no climbing on the glider, slide visor, swing poles or fences.</p>

## Game Rules

<b>Football:</b>	<ul style="list-style-type: none"> <li>*Two hand touch only (no tackle)</li> <li>*Four tries for the end zone then the other team gets the ball (4 and out)</li> <li>*No blocking</li> <li>*You may blitz the quarterback after someone counts to “10 apple” out loud. The quarterback then can run.</li> <li>* The quarterback will switch after the ball is turned over to the other team. (a touchdown happens, there is a fumble turnover, or an interception)</li> <li>*Students pick teams. If there is a problem the teacher will decide and all have to follow team selection. MAKE TEAMS EVEN</li> </ul>
<b>4 Square: (1 ball, 4 students)</b>	<ul style="list-style-type: none"> <li>*If the ball bounces in your square you have to push it into someone else’s square.</li> <li>*Underhand hits only. No carries or knockdowns. if you hit the ball overhand, you’re out.</li> <li>*If the ball bounces two times in your square you are out.</li> <li>*If you catch the ball or push the ball on the line, or not in someone else’s square you are out.</li> <li>*No knock downs, you can only touch the ball one time.</li> <li>*To start, the server bounces the ball and pushes it into someone else’s square.</li> <li>*First shot nice shot.</li> <li>*The students waiting in line are the judges of the game.</li> </ul>
<b>Lightning: (2 basketballs, 1 shooting spot)</b>	<ul style="list-style-type: none"> <li>*Students try to put the ball into the hoop before the student behind them.</li> <li>*If student makes the shot before the person behind them they are safe and can go back to the end of the line.</li> <li>*If the student does not make the shot before the person behind them they are out for one round of shooters (when who ever got you out shoots again you are back in line).</li> </ul>
<b>Kickball Rules: (ball, bases, 2 teams)</b>	<ul style="list-style-type: none"> <li>*Picking teams- all students stand randomly on the fence and number off one, two, one, two, (ones stay to kick and twos go out into the field).</li> <li>*We do not play three outs, we play everyone kicks and everyone pitches (3 pitches, then switch).</li> <li>*If someone catches the ball you are out.</li> <li>*If someone hits you with the ball while running to a base you are out.</li> <li>*If someone is standing on the base with the ball before you get there you are out.</li> </ul>
<b>Tetherball:</b>	<ul style="list-style-type: none"> <li>Game is won when one player has wrapped the rope as far as it can go in their direction.</li> <li>* One player serves, server chooses direction. Serve is a hit, NOT grabbing the rope.</li> <li>* Either player can strike the ball after the serve.</li> <li>* Penalties: 1) touching the rope, 2) catching the ball, 3) throwing ball, or 4)</li> </ul>

double hitting. * 2 penalties result in loss of game. * When game is over 2 new players compete. * Next players line up in grassy area.
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### **Winter Playground Student Expectations:**

- AM recess, stay off snow mountain (near trees)
- No “King of the Mountain”
- No destroying snow sculptures or forts
- Trees off-limits
- No snowballs (unless school provides targets with adult supervision)
- ICE-no running, sliding or skating (report icy patches to office/custodial staff)
- Stay off equipment if it is icy
- Stay off hill, unless permission for sledding
- Sticks should not be used in play
- Winter gear is expected when in field (boots, snow pants, gloves, hats)
- All equipment and apparel needs to come inside

### **Shoes/Boots in the building**

- Shoes are required inside/outside of the classroom
- Bring extra shoes to change out of wet/muddy boots

### **STUDENT BEHAVIOR 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 of Rights and Responsibilities. The [Student Code of Rights and Responsibilities](#) is available online, or in the office for a hard copy. This may include:

- 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.
- 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.

\*\*When a student is suspended from school, parent contact is required to develop a plan prior to the student's return.

**Office Discipline Referrals (ODRs)**

If a student violates a school rule which impacts the safety or well being of themselves or others, and/or destroys property, a major office referral will be issued. Parents will be notified of all major office offenses and these referrals will be recorded in Skyward. If a student exhibits behavior that is a disruption to themselves or others, a minor office referral may be issued.



# NORTH WOODS INTERNATIONAL SCHOOL

## Schoolwide IB Expectations

10-21-2020

	SCHOOLWIDE	HALLWAY	BATHROOM	LUNCHROOM Classroom Cafeteria	PLAYGROUND	BUSLINE	BUS	ASSEMBLIES/ FIELD TRIPS
<b>PRINCIPLED:</b> (Responsible) "I answer to my choices"	Follow rules, even if no one is looking. Problem Solve (STEP).	Walk on right. Keep items in your locker.	Quick.	Clean your area. Raise your hand to leave your seat.	Dress for weather. Take care of equipment. Line up quickly.	Stay in your line.	Follow directions quickly. Report unsafe activity.	Follow directions the first time.
<b>CARING:</b> (Respectful) "What my choices look and sound like"	Follow directions first time. School language.	Use 0 or 1 voicelevel.	Quiet. (Give privacy)	Use school table manners. Be a friend.	Play fair: take turns, share, compromise. Follow playground rules.	Be kind in line.	Listen to your bus driver. Kind words. Hands, feet, and objects to self.	Sit quietly. Eyes on speaker.
<b>BALANCED:</b> (Safe) "How my choices feel"	Keep hands, feet and objects to yourself. Calm down strong feelings.	Walk facing forward. Hands, feet and objects to yourself.	Clean.	Walk. Hands, feet and objects to yourself.	Use equipment the way you were taught. Kick balls in field only. Stay in designated areas	Keep toys/games/electronics in your backpacks. Stay in your line.	Bottom on your seat, feet on floor, face forward. Hands, feet, objects to yourself. Keep items in the bus.	Stay with your group.

## **ARTICLES PROHIBITED AT SCHOOL**

Students should not bring valuable personal items to school to prevent possible loss. Laser pointers are not allowed in school by state law. Latex items (this includes balloons) are not permitted on school grounds. Weapons (knives, guns, firearms, etc.) are not allowed on school grounds. Smoking and vaping are also prohibited on school grounds.

## **SEARCH OF STUDENT PROPERTY**

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

## **DATA DIRECTORY**

Each year families are asked to complete the Student Information Update. At this time, families can select data directory information for their child(ren). The Data Directory includes the following:

- Higher Education (NO means student information is excluded from being sent out to institutions of higher education)
- Military (NO means student information is excluded from being sent to military recruiters)  
Public Distribution (NO means student name will NOT be published in: booster club, non profit organizations, TEAM, faith based organizations, school related vendors, marketing, employment any other organizations outside of the district )
- District Distribution (NO means student name will NOT be published in internal communications such as birthday lists, yearbooks, posters, programs, student of the month, ect)
- Media Distribution (NO means student name will NOT be published on print/web-based newspapers, TV stations radio stations, school affiliated websites and social media (ie Facebook, Twitter, Youtube ect) magazines, local publications, honor roll and student of the month).

If families feel that data directory information was incorrectly distributed, please contact North Woods to report the situation.

## **ACTIVITIES**

Students may have the opportunity to be involved in after-school clubs. Information regarding clubs/evening activities will be posted in the North Woods Newsletter available on the website, or sent home. The [La Crosse School District Virtual Backpack](#) has information from community organizations/events.

## **SAFETY PROCEDURES AND SCHOOL VISITS**

To protect the safety of North Woods students and staff, all school doors will be locked from 8:35 am to 3:05 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 North Woods 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. North Woods has a safety plan with emergency procedures in place to ensure student safety, as well as a camera surveillance system. All North Woods 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. Parking during large school events is available on the street as these events are called in to the La Crosse police department (i.e. Grandparents Day, Veteran's Day, Concerts). Parents may only park in the turn around circle with a handicap permit or temporary school parking permit obtained in the office.

### **PICK UP/DROP OFF AREAS**

The drop off and pick up areas are 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 not walk across the traffic or drive in any blocked off areas. As students are picked up, we ask that cars pull up to the cones to keep the line of cars moving and prevent traffic backup on County B. Prior to cones being set outside, YMCA Surround Care families may use the circle area to drop off/pick up.

### **DRESS STANDARDS (Policy 4430.1 Dress & Grooming)**

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 and/or white bottomed.

Students have the right to choose their manner of dress and personal grooming and hygiene unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates a classroom or school disorder. Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory, clothing that displays words or images that communicate a message that is racist, sexist or otherwise derogatory is not permitted. Clothing that displays reference to alcohol, chemicals, tobacco and other products that are illegal for use by minors is not permitted.

- Students, staff and guests shall wear footwear and a shirt and bottoms with fabric on the front, back and sides that cover the private area. Additionally, clothing may not expose any undergarments, including underwear and bras (waistband and bra straps excluded).
- Clothing and accessories shall be free from prohibited messaging related to drugs, alcohol, tobacco, vaping, profanity, profane gestures, violence and/or hate speech.

- Clothing and/or accessories that conceal a person's identity within the school during the school day is not permitted. Hats, headwear, or hoods are permissible but must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoods must allow the person's face to be visible to staff. Exceptions to this guideline may be made by building administration to recognize the cultural dress or costumes and other exceptional circumstances.
  - **\*Exception: For identification purposes, students are not allowed to wear hoods and hats while masks are required in school.**
- Students, staff and guests shall maintain their hygiene in a manner that is sanitary and neutral in fragrance to others around them.

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.

Extra clothing may be kept in the students locker in case of accidents and/or activities.

### **FINANCIAL ASSISTANCE**

From time to time, families may experience financial hardship. The school may provide financial assistance during the time of financial difficulty. An example would be paying for a child's activity fee (field trips & grade level events). 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. For more information regarding this insurance policy, please visit <https://www.lacrosseschools.org/parents/student-accident-insurance-information/>.

### **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 login and password. Messages for parents will be sent through the Skylert system and requires an active email on file with the school office.

### **STUDENT PROGRESS**

Progress reports will be provided to parents for 1st Quarter and 3rd Quarter. Standards based report cards will be provided at the end of each semester.

### **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.

### **VOLUNTEER FORMS AND FIELD TRIPS**

Any adult volunteering at school or chaperoning a field trip must submit the online volunteer application at least ten days prior to volunteering or the field trip. Once the background check is approved, you will be notified by email. If you have any questions, contact the main office. There are no paper forms for background checks, all background checks must be submitted online. Background checks are approved for a 3 year timeline. If you are wondering if your background check has expired, please contact the school office at 608-789-7000.

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

During the school year, we will conduct drills to ensure the safety of the North Woods community.

1. Fire Drills – For practice evacuating
2. Tornado Drill – For practice in moving 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.

### ***LARGE GROUP EVACUATION***

In the event that North Woods International has had an extended evacuation, the reunification site is at **Bethany Free Church, 3936 County Road B**. North Woods International has safety plans in place for evacuations and lock down procedures.

### **ARRIVAL TIME**

Students may begin arriving at school at 8:10 am for the 8:25 am opening of the school building. Students may not arrive before 8:10 am. The school cannot be responsible for the students outside or in the entry area before 8:10 am. Students who eat breakfast may report to the lunchroom at 8:10 am.

### **NO SMOKING**

Smoking and vaping are prohibited 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 by students in the school building 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 their locker or with the classroom teacher/designated staff.

### **AFTER SCHOOL ACTIVITIES**

Students participating in after school activities are expected to stay with school personnel until the activity begins. Students are expected to gather in a designated area and adhere to North Woods behavior expectations while waiting for their activity to begin. When the activity begins, they are expected to stay with the supervisor/advisor/coach. Parents are asked to be on time to pick up students after the activity has ended.

For outside clubs (such as Parks and Recreation), North Woods staff are not responsible for the registration of children and/or club dates and times. For information regarding outside clubs & activities, please contact the primary contact for the organization. *Parks and Recreation Cancellation Hotline: 608-791-0706*  
*YMCA Surround Care* YMCA Surround Care program is operated by the YMCA. This program is open at 6:30am -8:10 am when supervision begins. Care is provided at the end of the school day from 3:15-6:00pm. The program is housed in the North Woods International gym. If you have questions regarding Surround Care, please contact the YMCA.

### **SCHOOL TRANSFERS AND ADDRESS CHANGES**

When a student moves from the North Woods attendance area, please follow these procedures:

- o 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. Records cannot be sent until we receive a request for records from the new school.
- o 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.
- o If you move within the district into another school's boundary area and would like to have your child continue attending North Woods: Please contact the school office. You will need to complete an Address Verification Form as well as the Online Choice Application to be approved by the Principal.
- o The forms may be completed at the North Woods office or at the Welcome Center in the Hogan Administrative Center, 807 East Ave S.

*Preschool Students entering North Woods International for Kindergarten:*

- If students live within the North Woods Attendance Boundary, their next year school will be North Woods International.
- If you live outside of the North Woods Attendance area but wish to continue at North Woods International, a Choice Application (or Open Enrollment for outside the La Crosse District) must be filled out prior to the start of the next school year. After the choice application is approved by the principal, confirmation must be given by the parent/guardian,
- If you live outside the North Woods attendance area and wish for your child to attend their home school, please contact the school office.

### **TELEPHONE CALLS**

Telephone calls to school with a message for your child for after school plans, etc. should be kept to a minimum. If calling with a message near the end of the day, please try to call before 2:30 p.m. The office gets very busy during the last hour 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 cancellation 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 teacher.

### **WALKING AND BIKING TO SCHOOL**

North Woods International allows students to bike and walk to school. The pick up and drop off area 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. 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. It is recommended that students lock their bikes. The office does not have locks for student use.

### **SNACKS**

Classrooms may have snacks throughout the day. When sending snacks with your child, please make sure to contact the teacher for any allergies in the classroom. For more information, please reference the Student Wellness Policy found in the School District of La Crosse Administrative Policies and Regulations

Treats (ex: Birthday Treats): If treats are brought to school, students will share with their class. Students will not be allowed to hand out extras to teachers and/or friends in other classrooms. This is to ensure safety of students during the school day and avoid interrupting other class time. Unless stated by parents to send home extras, extras will not be sent home.

### **WALKING FIELD TRIPS**

Classrooms may take walking trips throughout the year. Students must have a signed "Consent to Treat & Walking Field Trip" form on file for each school year.

### **NEWSLETTER**

North Woods International prepares a newsletter each month. These newsletters will be made available online at the end of each month by visiting the North Woods Website and selecting "Newsletters." At the end of each newsletter a Food Service menu for the next month will be attached.

### **TEAM (Parent Organization)**

North Woods International has a wonderful parent organization, TEAM (Together. Everyone. Achieves More). TEAM provides funding for North Woods International through various fundraisers throughout the year. Throughout the year, parents will receive information and reminders regarding TEAM events through the Newsletter and/or Skyward Family Access. If interested in joining this group, please contact the main office for contact information.

North Woods Team Email: [nwteamlacrosse@gmail.com](mailto:nwteamlacrosse@gmail.com)

### **SUMMER SCHOOL**

Summer school registration typically begins in mid spring. North Woods International students have the opportunity to participate in Preschool Pals (current Prek students for the past school year), Kindercapers (current KG from the past year), and Reading & Math (for students entering into 2-5th grade). North Woods may also have enrichment courses dependent on class & location needs. Courses typically run the week after July 4th, and into the first week of August. Registration is done online for all La Crosse School District families. Paper forms are accepted and can be turned into the summer school office. For questions regarding summer school, please contact 608-789-8955.



# **DISTRICT STUDENT TECHNOLOGY HANDBOOK**

## **Use of District Technology and Student Assigned Devices**

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 Air that may come home for completing school activities.

Students are issued a district iPad (K-8<sup>th</sup> grade/middle school) or Macbook Air (high school) as an integral part of their education. This means that the student has a responsibility to use the iPad/Macbook Air 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 administrators 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 parents/guardians. All information on the district issued iPad/Macbook Air 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 web-content filter.
- Students should not install non-district approved apps or services on iPad/Macbook Air devices. 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 Air 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 Air 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 Air. If a student removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPad/Macbook Airs must be used with a case at all times.
- Students who take the iPad/Macbook Air home are to only use district provided cords. Lost/damaged cords can be replaced in the school office. Non-district provided 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**

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

## **Hand-in of iPad**

Schools will collect the iPad 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 that is not returned during that time will be considered stolen public property and treated as such.

## **Insurance Coverage**

### **iPads**

- Voluntary insurance covers accidental damage to the iPad
- 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 are not covered by insurance.
- Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the iPad is dropped; student has iPad in backpack and someone grabs the backpack and tosses it down the hall.
- Negligent damage includes liquid in iPad of any amount; iPads in backpacks or cases that are thrown down or sat on by the student; iPads on floor in traffic areas resulting in being stepped on by students or others; iPads left unsecured in areas such as lockers or cars.
- In middle school and high school device accessories (cases, power brick, power cord, Logitech Crayon) are **not covered** by insurance. Students/parents/guardians must purchase Apple brand power cords or power bricks from the school office or from Apple/Apple Resellers. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad and will be considered 'missing' at hand-in. Cases and Logitech Crayons must be purchased from the school office.
- In elementary schools, power bricks, cases, and crayons are classroom sets and not assigned to the student and are the responsibility of the school. The iPad case is the responsibility of the student and **is not covered** by the insurance. Replacement cases can be purchased in the school office.
- Lost or stolen devices are not covered by insurance.
- Failure to return any iPad including all accessories upon leaving the district or when requested will be considered theft of public property. This will result

in a charge to the student for the full replacement cost of the device.  
Non-payment may result in the charge being sent to collections.

### **Insurance Time-Frames**

#### **Traditional Year Schools**

- The insurance purchasing period is from August 1st to October 1st.
- If purchased, insurance is valid for a period of 1 year from August 1st to July 31st.
- Families new to the district have 2 weeks from enrollment date (if outside of normal purchasing period) to either purchase the insurance
- If payment is not received by October 1st, it is assumed that the family does not want the insurance.

#### **Insurance Process for Families**

1. During the enrollment and Skyward info update period, families will be asked if they want to purchase insurance for their students' device.
2. Families choose to opt in or out to the insurance and choose their payment method. Cash, Check, or Credit Card via Skyward.
3. During the process, families are informed on what insurance covers and costs for repairs. Families are also asked to read and sign the Student Expectations and Acceptable Use Handbook.

#### **Opting Out of Insurance**

- Any family that opts out of insurance is responsible for all repair costs, including total loss of device.

### **Lost/Stolen Devices**

#### **School Process**

- Students must notify the building principal or associate principal **immediately** if their device is lost or stolen. Or, if notifying a teacher, ask that the teacher notify the principal immediately.
- For stolen devices, it is highly recommended that families file a police report for the device.
- The device will be placed into lost mode. Lost mode prevents the device from being used and for iPads may provide us with it's last known location.

Location data is not 100% accurate and relies on the device being powered on and connected to WiFi.

### **Fees**

- Lost/stolen devices are not covered under insurance.
- Charges for the lost/stolen device will be assessed in Skyward by the Tech Dept..
- The fee is the full cost of replacement for the device. Refer to the fee schedule below.

### **Damaged Devices**

#### **School Process**

- Office is notified of a damaged, lost, or stolen device.
- Principal, assistant principal, or other designee speaks with the student regarding the incident.
- Building administrative assistant will create a helpdesk ticket for the repair.
- Damaged devices are labeled and sent to tech services for repair.

#### **Tech Dept Process**

- Tech Services receives help tickets, diagnoses problems, and repairs on site if possible.
- If unable to repair in the district, the device is sent out for repairs. Repairs may take up to 5 school days to complete depending on the severity of the issue and/or availability of parts.
- Repaired device is sent back to the school admin.
- Charges are added in Skyward by the tech dept if applicable.
- Principals will receive email from tech if a repair fee is incurred.

### **Fees**

- If the device part has been damaged more than once and no longer covered under insurance, the fee will be assessed in Skyward
- Refer to the fee schedule below for parts cost.

### **Withdrawals**

- Tech dept receives withdrawal notification and places the device into lost mode.
- If the device is not received by tech services, lost/stolen device fee is assessed on the student's account.
- Failure to return any device upon leaving the district or when requested will be considered theft of public property.
- Schools notify the family of unreturned equipment. If unable to reach the family directly, a request should be made to the new school for assistance with device collection and/or contacting the family.

### **Communication**

- Families are automatically sent a statement for device fees at the end of each semester.
- Technology Services will communicate with the principal regarding billing.

### **Student Expectations and Acceptable Use Handbook**

- When families sign up for insurance they are prompted to review and sign the Student Expectations and Acceptable Use Handbook.
- A copy can be found through the tech support webpage on the district website.

## Fee Schedule

<b>iPads</b>	
<b>Item</b>	<b>Cost</b>
iPad Voluntary Insurance	\$20
iPad	\$300
iPad Glass	\$100
iPad LCD Display	\$135
iPad Glass + LCD Display	\$190
iPad Power Brick	\$19
iPad Power Cable	\$10
iPad Issued Case	\$55
iPad Logic Board	\$150
Logitech Crayon	\$50
Logic Board	\$15
Button Control Cable	\$15
Camera-Front	\$15
Camera-Rear	\$20
Headphone Jack	\$15
Home Button Bracket	\$15
Microphone	\$15
Speakers L/R	\$20
Wifi/Bluetooth Antenna L/R	\$20