



**SOUTHERN BLUFFS  
ELEMENTARY**



**The Color of ME!**



**PARENT HANDBOOK  
2019 – 2020**

# Welcome to Southern Bluffs Elementary

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The information in this handbook has been developed in order to provide families with many details about our school. Topics include: our attendance policy, early release days, health and nutrition services, transportation, school expectations and volunteer guidelines. I would encourage families to read the expectations in this handbook carefully, as well as additional information that is covered in the school district's Student Code of Rights and Responsibilities on the School District of La Crosse web page ([www.lacrosseschools.org](http://www.lacrosseschools.org)).

You will receive regular communications from the classroom and school throughout the year. *You may also check the Southern Bluffs web site ([www.lacrosseschools.org/southern-bluffs](http://www.lacrosseschools.org/southern-bluffs)) for the latest information and continuous updates.* Please feel free to stop in or call the office (789-7020) with any questions or if you need additional information. The staff at Southern Bluffs is very excited to partner with you for another great school year!

With Kids in Mind,

A handwritten signature in black ink that reads "Lisa Schreiner". The signature is written in a cursive, flowing style.

Lisa Schreiner, Principal



# Early Release Days

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This year we will have an early release day four times. **Students will be dismissed at 1:20 p.m.** on these Fridays:

October 11

March 13

December 6

May 8

*\*\* A "Planned Early Release Day" form can be found in the Open House packet (or in the office) and should be completed and returned to school.*

## Home-School Communications

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Our school wide monthly newsletter is posted on our website. A Skylert email notice will be sent monthly indicating that the newsletter has been posted. Our website, [www.lacrosseschools.org/southernbluffs](http://www.lacrosseschools.org/southernbluffs), has information on current and upcoming events, classroom sites, supply lists, access to district information and much more.

Skylert: Periodically, you will receive a voice, text and email message from the principal or main office with important information or reminders. You can determine how you receive Skylert messages in Family Access.

## How to Be a Bobcat

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

Southern Bluffs has implemented PBIS to benefit our entire student and staff population. We have three clearly defined expectations:

- Be Respectful
- Be Responsible
- Be Safe

Students will be taught these three expectations in multiple settings throughout the school. They will be instructed as to what the expectations look and sound like. We will continually self-evaluate our culture to effectively meet the social, emotional, behavioral, and academic needs of all students. We do this in order to create a more positive culture in our learning community.

On the following page you will find our PBIS matrix that defines the expectations of respectful, responsible, and safe behaviors in multiple areas of our school setting. Any opportunity you have to reinforce these expectations with your child will be appreciated.



SOUTHERN BLUFFS ELEMENTARY

# "B" A BOBCAT



All Settings	Playground	Cafeteria	Hallway	Office and Health Room	Arrival Area	Dismissal Area	Restroom	Emergency Drill	Bus
Listen Follow directions Use appropriate voice Be a leader	Include everyone	Use table manners Talk with your neighbors	Keep it clean & clear	Wait your turn Ask politely	Stay in your space	Stay in your space	Quiet	Voice off	Use appropriate language
Take care of environment Help others	Put equipment away	Follow lunchroom routine from entrance to dismissal	Go to destination and back	Return what you borrow	Know where you're going Sit by wall until dismissal Do a double check	Leave as a group Know where you're going and get there Stay in line Do a double check	Quick	Listen and move	Back to back Seat to Seat Do a double check
Use kind words Use materials safely Show me 5	Wear appropriate clothing	Walk Sit on bottoms/pockets	Walk Stay right, be polite	Check in & out with an adult	Keep your things by you	Walk	Clean	Follow directions Be aware	Sit back, don't distract

**SHOW ME 5: 1 Eyes Looking 2. Ears Listening 3. Hands to Self 4. Feet to Self 5. Voices Off**



# Academics

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## **HOMEWORK**

Homework is assigned at all grade levels and is expected to be completed. Homework is an opportunity for students to independently practice skills or demonstrate learning. It is also an opportunity to teach student responsibility. A general guideline would be 10 minutes per grade. If your child consistently needs to spend an excessive amount of time and effort on homework, parents should notify the teacher. Parents with questions or concerns about homework assignments should contact the child's teacher. Nightly reading is always encouraged.

## **PROGRESS REPORTS TO PARENTS**

Information regarding pupil progress occurs throughout the school year. The staff is encouraged to contact parents as soon as possible when concerns develop or when positive growth/development changes occur. Families will receive quarterly progress reports. Parents are encouraged to contact a child's teacher whenever a concern arises.

## **FIELD TRIPS**

Field trips are an extension of classroom learning. Whether a field trip is a walking trip or a transported trip, students are expected to conduct themselves appropriately. Behavioral expectations will be taught prior to each field trip.

# Health

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## **MEDICINE IN SCHOOL**

Over-the-counter medication is dispensed at school with the written consent of the parent. Prescription medication will be dispensed when the Pink Medication form is completed by the parent and a physician. Medication forms are available at any school office, local clinic, or on the District Web Page. All medications—over-the-counter and prescription—must arrive at school in the original container. Adults are encouraged to bring medication to school instead of sending it with a student. Medication will not be sent home from the school with a student.

## **LATEX-CONTROLLED ENVIRONMENT**

Southern Bluffs is a latex-controlled school. Materials that contain high concentrations of latex, such as most balloons, are prohibited. Contact the school office if there are questions regarding latex materials.

## **ILLNESSES**

If your child has been ill the night before school or is complaining of illness, please keep the child home. When a child becomes ill or seriously injured at school, we will make the child as comfortable as possible while we attempt to contact a parent. If we are unable to reach the parent, we will contact the adults listed as emergency contacts. Children with a temperature of 100° or more will be sent home. Other student health guidelines can be found on the District Web Page ([lacrosseschools.org](http://lacrosseschools.org) >Programs & Services >School Health Services >Parents Health Guide). All health related questions should be directed to the school nurse or health assistant.

## **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 may contact the school office.

# Attendance Policy

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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.

Beginning in the 2019-2020 school year, **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 and/or principal approval.** If neither is provided, the absence may be marked "unexcused".

**Parents are required to call the school (608-789-7020), email us at [southernbluffs@lacrossesd.org](mailto:southernbluffs@lacrossesd.org) or submit the "Attendance Form" on our website before 9:00 a.m. if a child will be late or absent from school that day.** Any message left on the school voice mail should include the reason for the child's absence. When a child is absent and notification is not received from a parent/guardian by 9:00 A.M., an automated call will go out to families. If a reason for the absence is not determined, it will be considered unexcused.

Unexcused absences can lead to truancy proceedings. There are various 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.

Additional information regarding policies of the School District of La Crosse can be found at [www.lacrosseschools.org](http://www.lacrosseschools.org)

**\*\*The Southern Bluffs Elementary School day is from 8:40 a.m. – 3:20 p.m. \*\***

## Winter Behavior Expectations

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**While the snowy, winter season provides many fun recess activities for our students at Southern Bluffs Elementary, we do have the following expectations that everyone needs to understand and follow. These are for the safety and well-being of all.**

**Students need to wear snow pants, coats, hat, gloves, and boots at every recess, walking to and from school and when riding the bus.** Without the proper winter clothing your child may be asked to stand near the doorway or wear our "loaner" clothes at recess. (We only have a limited supply of these, so it is important that your son/daughter brings their own.)

- Throwing snow or snowballs is not permitted.
- Students will follow directions from staff/adults regarding equipment use or accessible areas to play on, when ice is present.

**The following sledding guidelines are for the safety of our students.**

- Students must be seated feet first on sleds.
- One person on each sled unless two can fit sitting correctly with feet forward.



## Winter Behavior Expectations cont'd

- Get on a sled safely. (*Running and jumping into a sled is not safe*)
- Sledding only along the fence line.
- Keep arms and legs inside of sleds to avoid injuries.
- Avoid making contact with others.
- Wait until the hill is clear of sleds in assigned area before going down.
- At the bottom of the hill, get off sled immediately and walk up the side of the hill.
- Students may slide feet first on their bottoms, down the snowbanks formed by plowing. Please slide towards the field area only.
- Return and stack sleds neatly when finished.
- Last recess students bring sleds to the designated area indoors.



## Nutrition

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### LUNCH

If you would like to join your child for a school lunch, contact the office by 9:00 to make a lunch choice. Families are discouraged from bringing fast food or take-out lunches into the student cafeteria, and **state guidelines prohibit soda in school cafeterias.**

### SCHOOL MEALS

Both breakfast and lunch are served at school, and monthly menus are available at the school or on the district website. Breakfast is served from 8:15 – 8:35 and costs \$1.60 (reduced price \$0.30). Adult breakfast costs \$2.50. Lunch is served from 11:00 until 12:30 and costs \$2.80 (reduced price \$0.40). A la carte milk is \$0.50, and the price of an adult lunch is \$3.85. Families are expected to maintain funds in lunch accounts through Family Access or checks/cash brought to the school. Prepayment through the use of the District's web-based payment system is strongly encouraged. Families may apply for free or reduced status at any time during the school year.

Students will be notified at the check register each day when their account is less than \$6.00. Skylert and email messages will be sent each day for any negative balances. Parents or guardians may access all meal account status and activity on the parent portal Skyward Family Access.

### TREATS/SNACKS

Classroom treats are permissible if enough treats are provided for the entire class. All families are asked to send healthy snacks or treats. Classroom teachers will inform families of food allergies that may pose problems for any student in a class. When bringing a treat/snack for the entire class students will not be permitted to share with others outside of their classroom (due to health/safety concerns).

#### HEALTHY AND EASY SNACK IDEAS

- Orange or apple wedges
- Single-serve fruit cups
- Dried fruit, raisins, apricots, apples, cherries, or cranberries
- Fresh vegetables and low-fat dip: carrots, celery, jicama, broccoli, or cherry tomatoes
- Whole grain crackers like Triscuits or Wheat Thins
- Flavored bite-size rice cakes
- Cereal bars low in fat and added sugar. Look for 25% less sugar on label or less than 5g sugar
- Yogurt or low-fat cheese sticks

# School Expectations

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## AFTER SCHOOL ACTIVITIES

### -SCHOOL SPONSORED CLUBS

Students participating in a school sponsored club (Art, Media and Tech, Jump Rope, etc.) are expected to follow the same school day expectations.

### -NON-SCHOOL ACTIVITIES (e.g. Park & Rec, YMCA, Scouts, Red Raiders)

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

## CLOTHING POLICY

Students are expected to dress appropriately for school. Any clothing that creates a distraction to learning or that has the potential to create a safety concern is not allowed in school. The following items are prohibited:

- Caps or clothing depicting alcohol, drugs, tobacco, or violence
  - Caps or clothing with obscene language or sexually suggestive language
  - Any shoe with wheels
  - Clothing that does not fully cover the stomach area or midriff
  - Strapless halters or other revealing tops
  - Revealing shorts or skirts
  - Caps, bandanas, or other clothing that implies gang/gang-like association
- All students are encouraged to have a sweatshirt or light jacket at school in case the weather should change during the day. Hats, boots, gloves, and snow pants will be required during the colder months. **Please label all outerwear with your child's name.**
  - Caps and sunglasses are not to be worn in the building.
  - Tennis shoes are required for Physical Education classes. The Physical Education teachers make the decision as to the safety of a shoe on the gym surface.
  - Any staff member may ask a student to remove key chains, beads, rings, necklaces, etc. that interfere with learning or compromise the safety of an activity. The principal will make all final decisions.

## COMMUNICATION DEVICES

Personal electronic devices (cellphones), walkie talkies, tablets, e-Readers, iPods/iPads, or other hand-held media devices should remain off and in a child's backpack/locker during the school day. The school is not responsible for student-owned electronics. State laws prohibit the use of laser pointers and laser lights on buses, in school, and at school functions.

## DISCIPLINE

The District Student Code of Rights and Responsibilities is the guiding document for all disciplinary concerns. Students are expected to treat each other and the adults in the building with respect, dignity, tolerance and understanding. Students who disrupt learning or behave in an inappropriate manner may be subject to one or more of the following consequences:

- verbal warning
- lunch and/or recess detention
- after-school detention
- in-school or out-of-school suspension
- loss of privileges
- natural consequences
- police involvement



## **DISCIPLINE – cont'd**

In general, school incidences are handled within the school setting. Parents will be notified and asked to partner with the school to resolve behavioral concerns.

## **FAMILY ACCESS**

With a Family Access password you can log on at the School District website and update/view your child's Enrollment Information, Lunch Account, Attendance, Health and Immunization Records, Emergency Contacts and other general information. Contact information can also be updated on this website. Call the office to get your log in information or if you have questions.

You may also want to take advantage of the online Lunch Account payment service available through Family Access. This easy service allows you to add to your child's lunch account without sending cash or checks to school. If you have questions about the online payments, please call the School Nutrition office at 789-7625.

## **FINANCIAL ASSISTANCE**

From time to time families may experience some form of financial hardship. The school may be able to provide some type of financial assistance during such times. Families may inquire about financial assistance by contacting the classroom teacher, school counselor or the school office. All inquiries are confidential. Please contact Becky Lueck, Southern Bluffs Guidance Counselor at 789-5128 for more information.

## **FUND RAISING**

### **District Administrative Regulation IGDG states:**

*All fund raising is to be purely voluntary. Any intimidation (perceived or real) no matter how small is not to be tolerated. Both students and parents have the right to appeal all fund raising. To do this they should discuss their concerns with:*

1. *The teacher or advisor in charge of the fund raiser*
2. *The building principal*
3. *The District Business Manager*
4. *The Superintendent*
5. *The Board of Education*

*This is the appeal process for these concerns.*

## **LOST AND FOUND**

Items found on the playground, in the halls or in the classroom are placed on the lost and found rack near the office. Families and students are encouraged to regularly check the lost and found rack. Small items such as earrings, rings, or money are kept in a drawer in the office. Items remaining in the lost and found for more than nine weeks are donated to local charitable organizations or kept in-house for student use. **Families are encouraged to label all personal items (e.g. coats, hats, gloves, backpacks, lunchboxes, folders) with the child's name.**

## **MONEY AT SCHOOL**

Students should have little reason to bring money to school except to pay for nutrition accounts, field trips, or book orders. Money sent to school should be placed in a sealed envelope and labeled with the child's name, the teacher's name, the dollar amount enclosed, and the purpose of the money (i.e., lunch, field trip, etc.). Students should be instructed to keep money in their backpacks until it can be handed to their teacher.

## **PERSONAL ITEMS, TOYS AND GAMES:**

Toys, trading cards, skateboards, roller blades, video games, and playground equipment are among the items that should not be brought to school. These items may become a distraction, safety concern, and a target for theft and/or misuse. The staff may confiscate any item that is threatening or disruptive to the school setting. Most confiscated items will be returned only to a parent/guardian. Items may be brought to school for sharing activities with the consent of the teacher.

## **PETS IN THE CLASSROOM**

To provide for the safety and welfare of all children in our schools, **family pets are not allowed to be brought to school**. Our school is not in a position to ensure that animals are appropriately vaccinated or that an animal's behavior will be appropriate to maintain safety in the presence of children.

## **RECESS**

Recess is an opportunity for students to play and socialize in a supervised setting. All students are expected to be respectful, responsible and safe. Play that becomes hurtful, aggressive or offensive will not be tolerated. Students will go outside for recess except in inclement weather, when the temperature is 0°F or below, or when the wind chill is -5°F degrees or below.

## **SCHOOL CLOSINGS**

Families are asked to complete an Unexpected Early Release Plan (distributed in the Open House packet) and return it to the classroom teachers. All family members should be aware of plans in the event that school closes early. Emergency closings will be announced in the media and on the district web page as soon as decisions are made. Surround Care is not available when schools close early, open late, or are not in session.

## **SECURITY GUIDELINES**

In an effort to provide a safe environment for learning, Southern Bluffs has implemented the following District approved guidelines:

- Public entry to the school is through the doors near the office. All other doors require key access.
- All doors are locked from 8:40 a.m. – 3:15 p.m. During these times visitors to the school must use the call box/security camera on the right-hand side of the front entrance to gain entrance.
- All visitors to Southern Bluffs must register in the office.
- Between the hours of 8:40 and 3:20 (student day), visitors to the building are required to wear an ID badge. Any visitor who is not wearing an ID badge will be asked to return to the office to check in.
- Surveillance cameras are located in all hallways and foyers.
- Parents picking up students at the end of the day must wait in the school foyer.
- Hallways to back classrooms and the LLC will be locked after 4:00 p.m. daily.
- Students will be released only to adults listed on the student enrollment forms. In the event that your child is to be released to someone other than those listed on the enrollment form, a parent must notify the office. The building principal will make any final decisions related to the release of children.
- Staff and students will participate in at least one safety drill each month. Such drills will include fire drills, severe weather drills, and ALICE drills.
- Weapons and weapon look-alike toys are prohibited on school grounds.
- **COMING FALL, 2019:** All visitors will need to check in at the main office and follow the La Crosse School District procedures for providing a driver's license and signing in, and then wearing a corresponding badge during the 2019-20 school year.

## **STUDENT ARRIVAL**

For safety purposes, **students should not be dropped off at school prior to 8:15 a.m.** unless they are attending Surround Care. Parents/Guardians should anticipate a call from the school office if a child is dropped off too early.

# iPads

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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.

## 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 2019-20 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.

# Transportation

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## **BUS RIDERS**

Parent concerns regarding bus transportation should be referred directly Go Riteway Bus Company (608) 881-6370. All transportation in the School District of La Crosse is under the authority of Michael Freybler at Hogan Administrative Center (789-7600). This is a big and complicated job. According to state law, students who are eligible to ride the bus are to be transported to and from their home/home area.

## **HERE COMES THE BUS APP**

Here Comes the Bus is a free app that enables you to:

- See the location of your child's bus both before and after school
- Confirm that your child's bus has arrived at the bus stop, at school or both
- Receive a push notification\* or email message when the bus is near your stop, has been substituted, or when we have important information to relay

The Here Comes the Bus app can be downloaded from the App Store or Google Play.

To sign up or to learn more about Here Comes the Bus, visit <http://www.herecomesthebus.com>.

**Parents of students who are eligible for busing need to visit the district website and request transportation or indicate transportation isn't needed.** (This is true for all students who are eligible for busing except for those special education students whose IEPs call for busing. The Special Education Office is scheduling busing for these special education students. 4K transportation will be set up through the Preschool Office.)

We realize many people work and have baby-sitters. When possible, we are happy to make arrangements to accommodate these needs. These alternating schedules must remain the same on specific days. Alternate arrangements can take up to a week; therefore, we ask that you follow these procedures:

- a. It is possible to have an "alternating day" schedule (for example, have your child picked up at one address on Monday and Wednesday, and picked up at another address on Tuesday, Thursday, and Friday as long as it is always the same). You may have one pickup address and a different drop-off address as long as it is always occurs on the same day of the week.
- b. Only students eligible to ride a bus to and from school will be allowed on buses (for example, **it is not possible** for a non-eligible bus rider **to ride the bus home with a friend** after school).

## **Bus Rules and Regulations:**

Please read and discuss the bus rules with your child(ren). They are sent home with your child the first day of school. Rules include, but are not limited to the following:

- 1) Be at the bus stop on time.
- 2) Wait until the bus comes to a complete stop before entering. Do not push to get on the bus.
- 3) Keep hands and heads inside the bus at all times.

- 4) Remain in the bus in case of emergency, unless told to do differently by the bus driver.
- 5) Remain in seat while the bus is in motion.
- 6) Be courteous to anyone on and around the bus.
- 7) The driver is responsible for each student - students must obey the driver.

If students have difficulty following bus rules the driver will write up an incident report and send it to the school principal who will meet with the child. When a child receives a third bus incident report they can be suspended from the school bus for up to 3 days or longer depending on the concern. We will make every attempt to work with families if this occurs. However, we do understand the need to keep all students safe on the school bus.

## **ARRIVING TO SCHOOL — OTHER THAN ON A BUS**

Students who arrive to school in a vehicle other than a school bus should exit the vehicle on the curb side of the vehicle only at the student drop off area and walk on the sidewalk to the front doors to enter the building.

**Vehicles should not be left unattended in the student drop off area and should not use the bus lane for drop off or pick up.**

## **STREET PARKING**

Parents parking along the street should NOT impede the arrival or departure of buses by parking too close to the bus entrance/exit.

## **WALKERS**

Students who walk to and from school are to use designated crosswalks in front of the school. Students are not to cross from the school campus to the Hwy 35 trail at the intersection of Hwy 35 and Sunnyside Drive. Please cross at the pedestrian crosswalk with lights.

## **BICYCLES**

Students riding bicycles must walk their bikes to and from the bike racks while on school property.

## **DISMISSAL TIME PICK-UP**

Students will not be allowed to leave the school building and walk to a waiting car in the parking lot prior to dismissal. Parents who park in the lot are to meet their child at the door and escort him/her to the car. Parents parking on the street are asked to leave the car and escort the student across the street. Staff assigned to supervise dismissal will not escort children to a waiting car. **Vehicles should not be left unattended in the student pick up area.** Walkers should follow the sidewalk and cross at the indicated crosswalk. **For safety reasons, please do not walk through the bus lane.**

# Visitors and Volunteers

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## **VISITOR AT SCHOOL**

Parents who would like to visit their child's classroom during the school day are asked to make arrangements in advance with the teacher. Teachers have the option to limit classroom visits if the presence of additional adults becomes disruptive to student learning. For the safety of students and staff, all school doors will be locked from 8:40 am to 3:15 pm. Parents and visitors during those hours should 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 Southern Bluffs 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. Southern Bluffs has a safety plan with emergency procedures in place to ensure student safety, as well as, a camera surveillance system. All Southern Bluffs staff will wear a photo ID badge clearly identifying them as staff to students and parents. Cell phones should only be used for emergency purposes and should not be used to take pictures or videos.



**COMING FALL, 2019:** *All visitors will need to check in at the main office and follow the La Crosse School District procedures for providing a driver's license and signing in, and then wearing a corresponding badge during the 2019-20 school year.*

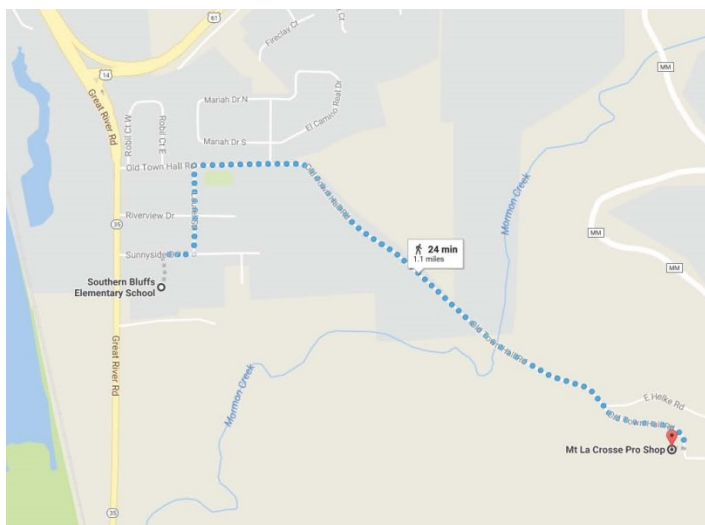
## **VOLUNTEERS**

Southern Bluffs is frequently in need of volunteers. Teachers and staff members may solicit volunteers as needed and will be responsible for guiding the involvement of the volunteers in the building.

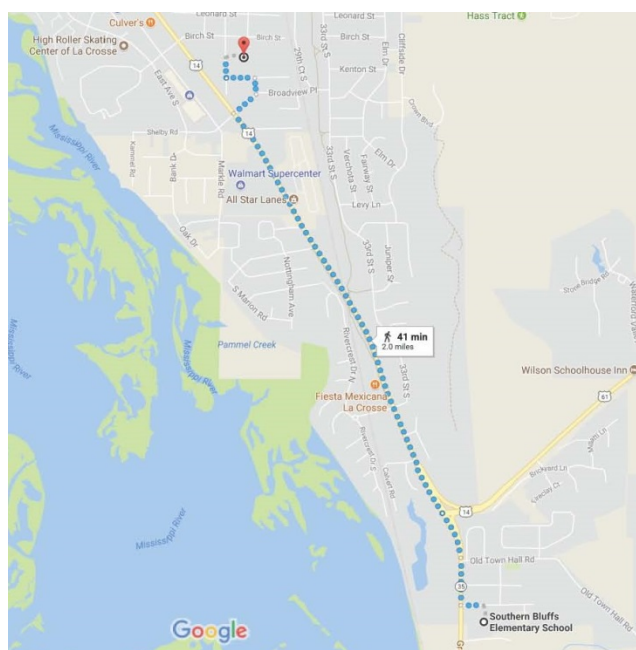
- All volunteers are expected to follow the direction of the supervising staff member and are to follow the same conduct expectations of employed staff.
- District policy requires that volunteers "sign in" and "sign out" in the office.
- All volunteers must wear a "visitor" badge while in the building.
- All volunteers working directly with students must complete a Volunteer Service Form (online) and be approved before volunteering (good for 3 years and at all schools).
- Volunteers are expected to be able to devote full attention to a class when volunteering. It is expected that preschool-age siblings not accompany a parent when the parent is volunteering.
- Cell phones are to be used only in an emergency.
- Any student information or staff information that is incidentally observed or determined in the course of volunteer efforts is considered confidential and should not be shared in the community. Volunteers unable to adhere to the expectations for confidentiality can be restricted from additional volunteer opportunities.

# Off-Site Evacuation & Reunification

In the event students and staff need to evacuate the building due to a safety concern, our primary evacuation site is Mt. La Crosse. Our secondary evacuation site is Hintgen Elementary.



Site 1: Mt. La Crosse



Site 2: Hintgen Elementary

Student safety and parent reunification is our primary goal. Upon arriving at the evacuation site Parent/Guardians will check in with designated school staff. Children may be released to Parent/Guardian 1, Parent/Guardian 2, or listed Emergency Contacts upon presentation of a picture I.D.

## PUPIL NON-DISCRIMINATION POLICY

It is the policy of the School District of La Crosse, pursuant to s. 118.13 Wisconsin Statutes and PI 9 that no person on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co/extra-curricular, pupil services, recreational, or other program or activity.