



**FAMILY AND SCHOOL
HANDBOOK**

2018-2019

The Place to Succeed!
Every Student ~ Every Day

TABLE OF CONTENTS

THE PLACE TO SUCCEED!	0
EVERY STUDENT ~ EVERY DAY	0
TABLE OF CONTENTS	2
ATTENDANCE	5
TARDIES	6
ABSENT VS TARDY	6
EMERGENCY INFORMATION ON THE ENROLLMENT FORM	6
HEALTH CONDITIONS	6
STUDENT RELEASE	7
EMERGENCY RELEASE	7
THE SCHOOL DAY	7
MEALS	8
BREAKFAST	8
LUNCH	8
COLD LUNCH MILK	8
MEAL/BEVERAGE ACCOUNT PAYMENTS	8
HEALTH INFORMATION	9
STUDENT HEALTH GUIDELINES	9
MEDICATION AT SCHOOL	10
PRESCRIPTION MEDICATION	10
NON-PRESCRIPTION MEDICATION	10
CHANGES IN MEDICATION ORDER	10
SPENCE RULES AND PROCEDURES	11
THE RULES WE LIVE BY	11
HALLWAY EXPECTATIONS	11
LUNCHROOM EXPECTATIONS	11
BREAKFAST EXPECTATIONS	11
ASSEMBLY EXPECTATIONS	12
PLAYGROUND EXPECTATIONS	12
NOON RECESS	12
INSIDE RECESS FOR INCLEMENT WEATHER	12
SNOW BALL POLICY	13
BICYCLE REGULATIONS	13
GUM AND CANDY	13
BACKPACKS	13
RULE VIOLATION GUIDELINES	13

ADDITIONAL HELPFUL SPENCE HINTS	14
7:40 ARRIVAL TIME.....	14
BEFORE/AFTER SCHOOL ACTIVITIES.....	14
ARTICLES PROHIBITED AT SCHOOL.....	14
BUSING	14
BUS CONDUCT	14
BUS DISCIPLINE	15
BUS INFORMATION.....	15
CELL PHONES AND OTHER ELECTRONIC DEVICES	15
CONFERENCES AND REPORT CARDS.....	15
COUNSELOR/SOCIAL WORKER (PUPIL SUPPORT STAFF)	16
DISTRICT AND SCHOOL WEBSITE.....	16
DRESS STANDARDS	17
DROP-OFF / PICK-UP AREA.....	17
EARLY RELEASE.....	18
FINANCIAL ASSISTANCE.....	18
FIRE/TORNADO/SAFETY DRILLS.....	18
HOMEWORK POLICY	19
INTERNET FAMILY ACCESS	24
LATEX-CONTROLLED ENVIRONMENT	24
NO SMOKING.....	24
PARKING	24
PARTY INVITATIONS, BALLOONS AND BOUQUETS	24
PETS/ANIMALS IN THE CLASSROOM.....	24
PROCEDURE FOR ADDRESSING CONCERNS	25
SAFETY PROCEDURES AND SCHOOL VISITS	25
SCHOOL CLOSINGS	26
SCHOOL TRANSFERS	27
STUDENT ACTIVITIES	27
STUDENT PROPERTY	27
TELEPHONE CALLS.....	27
VOLUNTEER FORMS AND FIELD TRIPS.....	27
VOTING IN OUR SCHOOLS.....	28
WALKING AND BIKING TO SCHOOL.....	28
CORE VALUES.....	29
 DIRECTORY OF STAFF	 30

WELCOME

The Family-School Information Handbook contains information about the school day and policies that are necessary to insure safe and smooth day-to-day operations. The school and home, working cooperatively, have one main goal—the optimum progress in all areas of development for each child.

We encourage all of our students to strive for academic excellence, good citizenship, and be an active participant in school activities. Students are expected to demonstrate good conduct and to be responsible for completing class work and all homework assignments. Only with parent cooperation can we continually assist your child in obtaining a high quality education.

I encourage parents to be active in school activities, to volunteer when possible, and to stay informed about your child's progress at school. We will communicate to you on a regular basis through notices, newsletters, webpage updates, social media, etc.

Please read this handbook carefully with your child(ren). Your knowledge of the material in this handbook can help eliminate misunderstandings that could develop during the school year. If you have questions or concerns on the operation of our school, please contact a staff member or myself for further clarification. I look forward to a great year of learning at Spence Elementary School.

Sincerely,

Shelley Shirel, Principal
Spence Elementary School
2150 Bennett Street
La Crosse, WI 54601
(608) 789-7773
(608) 789-7174 (FAX)



ATTENDANCE

Attendance is one of the major predictors of student success in school. We ask that parents send children to school on all school days, unless an illness would make the day unproductive for the child involved. Many parents ask when absences are excessive. The MOST a child should average is six to seven absences per year, unless a serious illness is involved. After ten days of absence for illness, parents may be required to present a doctor's note for additional illness absences to be counted as excused. The principal believes strongly in excellent attendance and will work to make that a priority by informing parents of excessive absences.

Parents need to call the school on the day of an absence by 8:00 am. If a call is not received by 8:30 am, the school will contact the parents via an automated message. It is expected that the parent will then call regarding the nature of the absence. If contact by phone is not received, a note explaining the absence MUST be sent to school with the child when they return. The absence may then be excused if it meets the district criteria for excused absences. Students arriving late to school must check into the school office upon arrival.

If a call or note is not received, the absence will be unexcused. Students counted as unexcused for five days in a semester will be declared truant and referred to the proper authorities.

Trips, etc. must be arranged in advance with the building principal to be counted as excused. A form can be picked up in the office or sent home with your child if given sufficient notice. State law allows for ten days of parent excused absences, if reported in advance, for trips, etc. Please consider how many absences your child may have accumulated for illness, doctor's appointments, etc., as the accumulated effect of these absences can have a detrimental impact on your child's education. Any planned absences that are not prearranged will be marked unexcused.

If an open-enrolled or boundary exemption student is habitually truant, open enrollment/boundary exempt status may be denied at the end of the semester/school year. Parents/guardians will receive written notification if their child is in danger of reaching habitual truancy status and will have the opportunity to meet with the school building administrator or counselor/social worker (pupil support staff member) to create a plan to improve attendance for the student.

TARDIES

In order to ensure the success of all students, we have implemented the following tardy policy at Spence.

- Our breakfast hours are 7:30-7:50 am. Those students arriving after 7:50 am will still be served breakfast if requested. However, our hot breakfast option will no longer be available.
- All students are expected to be in the classroom by 8:00 am ready to learn.
- At 8:00 am, classroom doors will be closed to ensure that learning starts on time. Any student arriving to the classroom after that time will need to go to the office for a tardy pass.
- As always, the first bell will ring at 7:50 am signaling our students to move to their classroom and prepare for the day. We encourage you to have your child arrive at school by 7:50 am. Supervision is provided on our upper playground from 7:40-7:50 am.
- Our student support team (Counselor/Social Worker, Office Staff, Principal and School Resource Officer) will be following up with families for whom tardiness is an issue.

ABSENT VS TARDY

District policy states that elementary students arriving 2 hours after the start of school (10:00 am) will be considered absent for the morning. In the afternoon, students leaving school prior to 1:30 pm will be considered absent for the afternoon. The school principal will make the determination as to absences and tardiness being considered excused or unexcused on a case-by-case basis.

EMERGENCY INFORMATION ON THE ENROLLMENT FORM

Parents need to provide the school with the name and phone number of at least two people who could be contacted to pick up your child if you are not available, in case of illness or injury. This can be done through Skyward Family Access during the Summer Information Verification. During the school year, any changes in contact information, especially home, work and cell phone numbers, and place of employment, should be given to the school office to make sure that your child's records are up to date at all times.

HEALTH CONDITIONS

Parents can update their child's Health Conditions form online in the summer during the Annual Information Verification. The annual Health Conditions form should list any/all special health conditions for the child. These conditions may include:

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

*****See related information later in this handbook regarding more health and safety information. Parents may also view all district health-related information on the school district webpage: www.lacrosseschools.org. Click on Programs & Services, School Health Services for more information.**

STUDENT RELEASE

If your child must be released from school during the day for a doctor's appointment, dentist's appointment, etc. please call the main office. We ask that you make every attempt to schedule these types of appointments for outside the school day so that your child's education is not interrupted. Excessive early releases will be brought to the attention of the building principal as this disruption to learning has an educational impact on not only the student but also on classmates.

Whenever possible, the parent should pick up the child. If you must send someone in your place, please include this information in your note. Students will be released from the office directly to parents or their designee. Students may not be released without this personal contact in the office. This is to ensure the safety of each child at school.

EMERGENCY RELEASE

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

THE SCHOOL DAY

7:30 am	Breakfast Begins
7:40 am	Playground Opens with supervision
7:50 am	First Bell Rings (Students Come Inside)
8:00 am	School Day Begins

10:30 am	AM Preschool Dismissed
10:45 am - 12:05pm	Recess/Lunch (a 45-55 minute recess/lunch break is staggered by grade level)
11:55 am	PM Preschool Begins
2:35 pm	PM Preschool Dismissed
2:40 pm	Dismissal
2:45 pm	Buses Leave

MEALS

BREAKFAST

Breakfast is available to all students beginning at 7:30 am each school day. All breakfasts are to be eaten in the cafeteria. While we serve until 7:55 am, hot breakfast stops at 7:50 am allowing students to get to class on time. Breakfast meals are on the same system as the lunch program.

LUNCH

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

Prices 2017-2018

Breakfast	Full Price	\$1.60
	Reduced Price	\$0.30
Lunch	Full Price	\$2.80
	Reduced Price	\$0.40

COLD LUNCH MILK

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

MEAL/BEVERAGE ACCOUNT PAYMENTS

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

Payments can be made online through the Family Access system, or payments can be sent directly to school with your child. Checks should be made out to Spence

School and be placed in an envelope marked with your child's name, teacher's name or room number and "Lunch Money" written on the envelope. These payments are turned into the office daily. 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. Meal and beverages may be stopped until payment is received. If you are having financial difficulties please contact our school's cafeteria manager @ 789-8880. All meal balances must be paid in full by the end of the school year.

Parents wanting to join their child for lunch at school are asked to contact the school office by 8:30 am to make a lunch choice. The cost for an adult lunch is \$3.85.

HEALTH INFORMATION

For detailed information about the district's health program, please go to the District website, www.lacrosseschools.org, Programs & Services, Student 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.

We have included general student health guidelines here.

STUDENT HEALTH GUIDELINES

When should your child stay home because of illness?

FEVER: greater than 100 degrees. Students are allowed to return to school when their temperature is normal **WITHOUT** taking any fever-reducing medicine.

VOMITING: return 24 hours after vomiting.

DIARRHEA: return 24 hours after diarrhea.

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

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

NUISANCE DISEASES: scabies, ringworm - must be treated before returning to school. If you suspect your child might have head lice, it is important to contact the school health room. The school health assistant and/or nurse will follow up with the student.

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

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

ILLNESS OR INJURY AT SCHOOL

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

MEDICATION AT SCHOOL

If your child needs medication at school during the 2017-2018 school year, please follow these guidelines:

PRESCRIPTION MEDICATION

- Need written consent from both parent and physician.
- Must be in a current, properly labeled prescription bottle.
- Students may not carry medications in school. Exception: Asthma inhalers may be carried with appropriate written consent from physician.



NON-PRESCRIPTION MEDICATION

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

CHANGES IN MEDICATION ORDER

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

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

***A new medication form is needed for each school year.

SPENCE RULES AND PROCEDURES

THE RULES WE LIVE BY

1. Be Responsible and Do Your Job
2. Be Respectful
3. Be Safe

HALLWAY EXPECTATIONS

Be Responsible and Do Your Job

- *Walk in line and stay to the right
- *Keep your locker door closed
- *Keep track of your belongings
- *Get dressed quickly to go outside

Be Respectful

- *Keep your hands and feet to yourself
- *Keep the hallways clean

Be Safe

- *Walk at all times
- *Stay in line

LUNCHROOM EXPECTATIONS

Be Responsible and Do Your Job

- *Follow lunchroom procedures
- *Eat what you ordered or brought

Be Respectful

- *Wait quietly in line
- *Use polite words and manners
- *Keep your hands and feet to yourself

Be Safe

- *Carry your tray with two hands
- *Stay in your spot

BREAKFAST EXPECTATIONS

1. Regular lunchroom expectations apply.
2. Once you leave the lunchroom, you are done eating. Students are expected to go outside or sit in the hallway until time to go outside.
3. Come to the lunchroom immediately upon arriving at school.
4. Breakfast begins at 7:30 am and ends at 7:55 am.

ASSEMBLY EXPECTATIONS

Be Responsible and Do Your Job

- *"Give Me Five"

- *Listen and participate

Be Respectful

- *Sit still on your bottom

- *Keep your hands and feet to yourself

Be Safe

- *Wait to be dismissed

- *Stay in line with your class

PLAYGROUND EXPECTATIONS

Be Responsible and Do Your Job

- *Dress for the weather

- *What you take out - you bring in

- *Line up promptly

- *Put equipment away promptly

Be Respectful

- *Play fairly

- *Include everyone

- *Be a good friend

- *Keep your hands and feet to yourself

Be Safe

- *Stay in the designated area

- *Use the equipment safely

NOON RECESS

All students must go outdoors during the noon hour, unless supervised by a Spence staff member. Exceptions will be made if it is raining, the temperature is 0 degrees F or below or if the wind chill is -5 degrees F or below. Students are expected to take a coat outside with them if it is 50 degrees or colder. A doctor's note is required for students to be excused from recess.

INSIDE RECESS FOR INCLEMENT WEATHER

1. Students will be supervised by staff members in the classrooms.
2. Students are expected to engage in the classroom activity.
3. No chasing or running in the rooms.

SNOW BALL POLICY

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

BICYCLE REGULATIONS

1. All bicycles should be walked on sidewalks on school grounds.
2. One rider per bike.
3. Bicycles belong in the bicycle rack. Locked if possible.
4. Bicycles are not to be ridden during the noon hour.

GUM AND CANDY

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

WATER

Students are allowed to have water in a bottle on their desk. All liquids must be clear. Energy drinks, pop, water flavorings, etc. are not allowed. The only exception to this is for parties with teacher approval.

BACKPACKS

We encourage students to bring a backpack each day to school. However, backpacks are not allowed in the classroom during the school day. It is expected that they will remain in their lockers until the end of the day.

RULE VIOLATION GUIDELINES

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

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

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

ADDITIONAL HELPFUL SPENCE HINTS

7:40 ARRIVAL TIME

Students who eat breakfast may report to the cafeteria at 7:30 am. All other students are encouraged to arrive between 7:40 and 7:50 when there is supervision on the upper playground. Students that arrive prior to 7:50 (first bell) are expected to go outside if weather permits. Please help your child follow the expectations for ALL students to go outside. Due to safety concerns, parents and students are not allowed to congregate in the foyer prior to the bell ringing. Should you not want your child to participate in morning recess, please wait until the 7:50 bell to enter the school.

BEFORE/AFTER SCHOOL ACTIVITIES

For safety reasons, students are not allowed to roam the hallways before or after school. Students participating in before or after school activities are expected to stay with the supervisor of that particular program. The office staff will not assume responsibility for supervising students waiting for an activity to begin or waiting for rides after an activity has ended. Parents are asked to be on time to pick up students after the activity has ended. Students are not allowed at school until the activity supervisor is present to supervise.

ARTICLES PROHIBITED AT SCHOOL

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

BUSING - **ALL** students riding the bus are required to register and **MUST** have a school issued identification tag on their backpack at ALL times.

BUS CONDUCT

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is moving.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Be quiet when the bus is crossing a railroad track.

- 8. Do not litter the inside of the bus or throw anything out the window.
- 9. Eating or drinking is not allowed on the bus.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges may result in the denial of transportation.

BUS DISCIPLINE

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

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

1 st Offence	Conference with student/principal, parent notification
2 nd Offence	Conference with student/principal, parent notification of final warning
3 rd Offence	Removal from bus 1-3 days
4 th Offence	Removal from bus 3-5 days

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

BUS INFORMATION

Bus route information is available through GO Riteway by calling 881-6370. ALL students must registered in order to ride the bus. Go to the Transportation tab on the school district website for details.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices sent by parents with students may not be used in the school building or used during the school day. Their use is restricted to before or after school and outside the school building. Cell phones are not allowed in classrooms and must be turned off during the school day and stored in a backpack in the school hallway. The school is not responsible for lost, stolen or broken items.

CONFERENCES AND REPORT CARDS

District-wide Parent/Teacher conferences are scheduled twice during the school year, in the fall and the spring. Dates are included on the back cover of the handbook. The parent's attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special

conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Report cards are issued following the completion of each quarter's grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

COUNSELOR/SOCIAL WORKER (PUPIL SUPPORT STAFF)

An elementary pupil support staff member is available to meet with students, parents, and teachers in their school. The pupil support staff member helps in the development of academic, personal, and social growth of the student and sees students in classrooms, small groups, and on an individual basis.

Our pupil support staff member is here to help children understand themselves and others, to help prevent problems from developing, to help identify children with special needs, to provide crisis intervention, to develop personalized programs for students, to provide guidance-related information and activities, and to coordinate or facilitate efforts of the psychologist, social workers, parents and other care givers, teachers, students and administration.

During the regularly scheduled classroom guidance times, the pupil support staff member provides age appropriate information and activities to all children in the areas of learning skills, self-concept, personal safety, friendship/social skills, cooperation, alcohol and other drug information, making choices and understanding the consequences of various choices, feelings, and career awareness.

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are formed as needs arise. Some typical issues that can be addressed in counseling are: problems with unhappiness, anger and other feelings, social/friendship concerns, frequent school absences, classroom academic or behavior concerns, and coping with family issues such as drug and alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other areas of concern.

DISTRICT AND SCHOOL WEBSITE

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

DRESS STANDARDS

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

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

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

- Clothing should cover the entire midsection of all children; shirts should meet the pants.
- Hats, hoods, bandannas and scarves should be removed prior to entering the classroom to avoid unnecessary distractions.
- Students' pants need to be worn in a fashion that all undergarments are covered.
- No vulgar, inappropriate language or reference to drugs, tobacco, violence, gangs, sex, or alcohol should appear on clothing.
- Clothing should demonstrate modesty and not be revealing. Please refrain from spaghetti straps and shorts that are above the fingertips.
- Any clothing that could cause a disruption in the learning environment or that has the potential to create a safety concern is not allowed.
- Shoes with wheels are not allowed due to safety concerns.

Staff members may ask students to remove any chains, beads, rings, necklaces, etc. that interfere with learning or compromise the safety of an activity.

DROP-OFF / PICK-UP AREA

The drop off area directly in front of school is a drop-off or pick-up area only. Do not park and leave your vehicle at the beginning or end of the day as this restricts the flow of traffic and poses a safety hazard to our students.

If you are picking up a preschool student at 2:35 at Entrance K, we ask that you quickly return to your car and wait outside for any other students that are being dismissed at 2:40. If you need to come into the school to meet with staff or pick

up your child, we ask that you park further down on 22nd Street, on Bennett Street or in our parking lot.

Kindergarten students may be picked up at Entrance B near the K-2 playground on 22nd Street.

Parents are requested to not walk across the traffic for safety reasons and are asked instead to use the crosswalks to reach the opposite side of the street. Students **will not** be allowed to cross in the middle of the street if they are not accompanied by an adult.

EARLY RELEASE

There will be four early release days during the 2018-2019 school year. Please see the calendar on the back cover for dates. Students will be dismissed at 12:40 pm. We will ensure that all students have had their lunch period. Afternoon preschool will not be held on these days.

In the summer mailing a "Planned Early Release Day Information Card" was sent home. We ask that you please complete and return it with your child so that appropriate preparations can be made. There are a number of community partners organizing opportunities for your child should they be needed. This will require a separate sign up process directly through these individual agencies. This information can be found on our website (www.lacrosseschools.org - Schools - Spence - Student Life).

FINANCIAL ASSISTANCE

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

FIRE/TORNADO/SAFETY DRILLS

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

1. Fire Drills - Held monthly to evacuate the building.
2. Evacuation Drill - Held once a year in which we walk to Our Redeemer Lutheran Church, our alternate site.
3. Tornado Drill - Held once each April to move students to the safest school location.

4. Safety/ALICE Drills - Held once each year to practice safety procedures in the event of an unwanted building visitor.

HOMEWORK POLICY

Homework at Spence Elementary School will be designed as extended practice to be completed after the initial learning is determined to be secure. Homework will be practice, not an assessment of skill acquisition. We believe that homework can both build responsibility and a connection between home and school, and that its purpose is to reinforce information taught during the school day.

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

Examples of homework include but are not limited to:

Math reinforcement sheets

Studying for quizzes and tests

Unfinished class work that was started in class

Home projects

Art sketchbooks

Recorder practice

Vocabulary practice

Home activities that reinforce taught concepts

Handwriting practice

Extra practice activities for a specific skill

Parents can assist their child and the school by:

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

iPad Use of Any Computer, iPad, or other Technology Device in School

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad/MacBook that may come home for completing school activities. A website is available to help guide the use at home or school that is linked at "The Bridge" a portal web page for parents and students. <https://www.lacrosseschools.org/bridge/>

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 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 back up 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 at all times. If the student removes the case and it breaks, new cases can be purchased in the school office or school store depending on 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, any 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 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 for replacement if the iPad or MacBook is damaged/lost/stolen. Lost/Stolen iPads and MacBooks will be investigated by the School Resource Officer; some damages may also be investigated by the School Resource Officer.

Below is a list of replacement costs of the device, case, and power cords for the 2017-18 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	\$110	MacBook Screen	\$370
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	\$40
iPad Issued Case (used)	\$15	MacBook Issued Case	\$20

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 are not covered by insurance. Discussion between the building principal and student will result in the determination of accident or negligence except 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; student has laptop in 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 track pad; 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.

INSURANCE

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

INTERNET FAMILY ACCESS

Families with internet access can monitor student progress and lunch account balances from home computers through Family Access. Contact the school office if you need a reminder of your access log in and password.

LATEX-CONTROLLED ENVIRONMENT

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

NO SMOKING

State law prohibits smoking, (carrying or inhaling) of any tobacco product (includes e-cigarettes) in all school buildings and on school property/grounds. We ask parents to help in this effort. Please see district policy 4430.3 for further detail.

PARKING

Please observe the parking signs around the school. Parents are asked to not leave their vehicles unattended at the beginning and end of the day in the drop-off and pick-up zone in order to ensure the flow of traffic is not disturbed. Federal law prohibits parking in designated handicap spaces. A handicap parking permit is required. Cars found parking, even temporarily, in these spots may be ticketed by the La Crosse Police Department. There are three handicap spots in our parking lot and two handicap spots on 22nd Street.

PARTY INVITATIONS, BALLOONS AND BOUQUETS

Please refrain from distributing party invitations at school. Balloon and flower deliveries at school are discouraged. Those that are delivered will be given to the child at the end of the school day. Latex balloons are not allowed due to allergies.

PETS/ANIMALS IN THE CLASSROOM

To provide for the safety and welfare of all children in our schools, family pets and animals are not allowed in the building or school grounds per district policy. Only

classroom pets and service/therapy/program animals will be allowed in Spence classrooms. The schools are not in a position to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children.

PROCEDURE FOR ADDRESSING CONCERNS

On occasion, parents have questions or concerns regarding their child or a situation that occurred in the classroom or at school. We want to hear those. We do ask that you would follow the following procedure in order to provide the appropriate staff with the opportunity to address the concern. First, please contact the classroom teacher or staff member who was directly involved. Should you feel that the situation was not resolved satisfactorily or have additional questions that couldn't be answered; you may then contact the building principal. The principal will be happy to become involved at that point. The same applies for concerns at the building level. Please allow the building principal the opportunity to address concerns prior to contacting the Superintendent of Schools.

SAFETY PROCEDURES AND SCHOOL VISITS

School safety is a top priority. Spence has a safety plan with emergency procedures in place to ensure student safety, as well as a camera surveillance system. All Spence staff wear a photo ID badge clearly identifying them as staff to students and parents.

In order to provide a SAFE environment for our staff and students we must closely monitor movement within our school each and every day. To maximize quality instruction to our students we must also protect instructional time. The following practices have been put in place to ensure the safety of your child, as well as, provide quality instruction to all students.

Parents/visitors and students may gain access to our building during the following times and locations:

Morning YMCA Surround Care: Entrance A will be open from 6:00-7:30 am. Students must be registered with the YMCA to attend.

Breakfast or Morning Recess: Both Entrance J (for bus or bike riders and walkers) and Entrance L (for walkers or those students being dropped off by car) will be open from 7:30-8:00 am. Students arriving by car are expected to be dropped off in front of the building and enter through entrance L if prior to 7:50 and go to breakfast or morning recess. Reminder: You may not park in the drop-off zone before or after school as it hinders the flow of traffic and creates unsafe conditions. Students should not be arriving prior to 7:30 as we have no supervision.

All students arriving prior to 7:50 am are expected to go to breakfast (serving begins at 7:30 am) **or morning recess** (supervision begins at 7:40 am).

Parent drop-off before school: Entrance A will be open from 7:50-8:00 am. We recommend that parents drop off their child(ren) at the front entrance rather than escorting them to their classrooms. (The exception to this is for preschool.) Should a parent need to go to the classroom, it is expected that all parents/visitors exit the building prior to 8:00 am as instruction will begin promptly at 8:00 am. For safety reasons, students and parents will not be allowed to congregate in the foyer or any other school entrances. Your attention to this is greatly appreciated.

Any lengthy teacher/parent communications need to be scheduled for non-instructional times and agreed upon by both parties. This allows for a quality meeting to address any questions that a parent may have.

During school hours (8:00 am-2:40 pm): All students and parents/visitors must use Entrance A and report to the office. Parents/visitors will not be allowed to go to a teacher's room unless it has been arranged with the teacher. All parents/visitors being granted access to the building **must** sign in and wear a visitor's sticker provided by the front office. Parents picking up students for an appointment will need to wait in our waiting area. The office will notify the teacher that the student needs to be sent to the office.

After school: Entrance A and J will be open until 6:00 pm.

After-school activities: Entrance A and J will be unlocked during evening activities such as PTO meetings, Family Nights, Park and Rec activities, Scouts, etc.

SCHOOL CLOSINGS

Early Closing forms were provided to families at the beginning of the year to return to school in case of an emergency school closing due to weather, etc. during the school day. All family members should be aware of plans in the event school closes early. School day emergency closings will be announced on the radio and television as soon as possible. Surround Care is not available early closure.

School closings and late starts for weather prior to the start of the school day will be announced on all of the local media outlets by 6 am. A Skylert message is also sent to the primary guardian's phone number for each child. You may select phone, text, and/or email as ways for Skylert to contact you with messages from the school district or Spence. This can be updated through Skyward Family Access.

SCHOOL TRANSFERS

When a student moves from the Spence attendance area, please follow the following procedures: If your child is moving from the school district to another school district, please let the school office know so that appropriate staff can be notified. Student records will be mailed directly to the new school once we receive a request from the new school. If your child will be transferring within the school district, parents should contact the school office. Parents will then be directed to also contact and visit the Welcome Center at Hogan Administrative Center, 789-7756, to register and verify their new address for the new school.

STUDENT ACTIVITIES

Students have the opportunity to be involved in several during and after-school clubs. These can include Safety Patrol, Playground Pals, Lunchroom Helpers, Cooking Club, Odyssey of the Mind, Servant Leaders and others. Students in the appropriate grade levels are notified of these opportunities and encouraged to participate.

STUDENT PROPERTY

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

TELEPHONE CALLS

Telephone calls to school with a message for your child should be kept to a minimum. Please make transportation or after school arrangements with your child prior to them coming to school in the morning or send a note to your child's teacher if after school arrangements are changing. Due to the volume of activity in the office and the more than 400 students at Spence, while every attempt is made, we cannot guarantee that last minute changes will get to your child in time.

We allow children to call home if they forget books, instruments and other essential items, in cases of emergency, or in the event of a cancelation of a scheduled activity. Children may not use the telephone to obtain permission to go over to a friend's house.

VOLUNTEER FORMS AND FIELD TRIPS

Any adult volunteering at school or chaperoning a field trip must have the District Criminal Background Check submitted at least two weeks prior to the volunteering or field trip. You can find the form on the school district website under Parents/Parent Resource/Volunteer Opportunities.

VOTING IN OUR SCHOOLS

The School District of La Crosse believes that the act of voting is a very important privilege and civic responsibility. To that end, Spence is used as polling place for local, state, and national elections and will be open for voting during the school day.

While we believe in the importance of making our district's public schools available for voting, it is also our district policy that every student is entitled to a safe and welcoming environment in which to learn. Therefore, we will be taking several proactive measures on voting days to ensure our students, staff and public are safe while voters are present in our building. Measures will include, but will not be limited to:

In advance of voting day, we will consult with the La Crosse Police Department to complete a risk assessment of our building. Safety procedures will be reviewed with staff prior to Election Day. Additional supervision will be in place in the proximity of the polling area.

If you have concerns about the safety of your child on an election day or at any other time, please contact the office to discuss with your building principal.

WALKING AND BIKING TO SCHOOL

Walking and biking are healthy ways for students to get to and from school. Students who live near school are encouraged to walk or bike to school as long as they are able to do so safely. School safety patrol members assist students when they need to cross the streets closest to school.

Pedestrian Safety Rules:

- Use the crosswalks
- Obey and respect the crossing guard
- Cross only at corners so drivers can see you, never cross between parked cars. Drivers can't see you.
- Look all ways before crossing the street to see cars, pedestrians and bicyclists.
- When crossing, watch for cars that are turning left or right.

Spence is a participant in the Safe Routes to School program. Children who live too far or are not able to safely walk or bike to school can be dropped off to join the walking school bus and walk with friends to school every Thursday. Mr. Holman and Mr. Bina lead the walking school bus.

The routes are as follows:

South Route- Mr. Holman

7:20 Shelby Fire Station-28th street and Ward Avenue

7:25 Lincoln Avenue and Hoeschler Drive

7:30 Hoeschler Dr. and Glendale

7:35 Hoeschler Drive Catwalk

7:38 Sunrise Drive Catwalk

7:40 Losey Blvd. Lights

7:45 Spence Elementary School

North Route- Mr. Bina

7:10 Longfellow Middle School Redfield and 21st Street

7:15 21st and Hyde

7:20 21st and Travis

7:25 21st and Barlow

7:30 21st and Weston

7:35 21st Place and Weston

7:40 Spence Elementary School

In addition, bike racks are available on the north side of the building for students to store their bikes during the school day. Students are required to walk their bikes once they reach the school property to keep walking students safe.

CORE VALUES

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

Honesty

Respect

Responsibility

Compassion

Self-Discipline

Perseverance

Giving

DIRECTORY OF STAFF

Principal	Shelley Shirel	789-8875	(sshirel@lacrossesd.org)
Administrative Assistants	Linda Hansen	789-8876	(lhansen@lacrossesd.org)
	Kelsey Williams	789-8877	(kwilliam@lacrossesd.org)
Nurse	Melissa Kujak	789-7773 ext 5592	(mkujak@lacrossesd.org)
Health Assistant	Tawni O'Rourke	789-8878	(torourke@lacrosseschools.org)

Teachers:

Pre - K	Michelle Powell	789-8911	(mipowell@lacrossesd.org)
Kindergarten	Trisha George	789-8897	(tgeorge@lacrossesd.org)
	Ashley Schultz	789-8920	(aschultz@lacrossesd.org)
	Julie Wilson	789-8915	(jwilson@lacrossesd.org)
Grade 1	Alissa Abrahamson	789-8881	(aabraham@lacrossesd.org)
	Meghann Blakstad	789-8912	(mblaksta@lacrossesd.org)
	Jocelyn Buxton	789-8894	(jobuxton@lacrossesd.org)
	Amy Love	789-8882	(alove@lacrossesd.org)
Grade 2	Margie Curtis	789-8889	(mcurtis@lacrossesd.org)
	Karla Fitzgerald	789-8893	(kfitzger@lacrossesd.org)
	Dawn Groth Nelson	789-8904	(dgrothne@lacrossesd.org)
	Stephanie Schmitt	789-8884	(sschmit@lacrossesd.org)
Grade 3	Sam Bina	789-8885	(sabina@lacrossesd.org)
	Jenny Woolley	789-8896	(jwoolley@lacrossesd.org)
	Pao Xiong	789-8916	(pxiong@lacrossesd.org)
Grade 4	Sarah Blanton	789-8886	(sblanton@lacrossesd.org)
	Bree Moore-Lawrence	789-8921	(bmoorela@lacrossesd.org)
	Greg Markworth	789-8905	(gmarkwor@lacrossesd.org)
Grade 5	Alyssa Gray	789-8899	(tcraig@lacrossesd.org)
	Katie Gudgeon	789-8895	(kgudgeon@lacrossesd.org)
	Peter Schmitz	789-8906	(pschmitz@lacrossesd.org)
Art	Ronnah Metz	789-8907	(rmetz@lacrossesd.org)
P.E.	Paul Holman	789-8898	(pholman@lacrossesd.org)
Music	Amy Johnson-Pierce	789-8901	(amjohnso@lacrossesd.org)
Orchestra	Mary Jogusch	789-5597	(mjogusch@lacrossesd.org)
LMC	Shelayne Dunn	789-8891	(sdunn@lacrossesd.org)
Guidance/Pupil Support	Katie Jeseritz	789-8890	(kjeserit@lacrossesd.org)
Title I Reading Specialist	Dori Bertilson	789-8883	(dbertils@lacrossesd.org)
	Deb White	789-8914	(dwhite@lacrossesd.org)
English Language Learners	Golia Bernacchi	789-8917	(gbernacc@lacrossesd.org)
School Psychologist	Lisa Molland	789-8909	(lmolland@lacrossesd.org)
Building Support Teacher	Tara Craig	789-8888	(tcraig@lacrossesd.org)
Special Education	Alyson Islam	789-8900	(aislam@lacrossesd.org)
	Nicole Lehmann	789-8902	(nlehmann@lacrossesd.org)
	Becky Veenstra	789-8910	(rveenst@lacrossesd.org)
Speech/Language	Robin Brumm	789-8887	(rbrumm@lacrossesd.org)
	Diana Durall	789-8887	(ddurall@lacrossesd.org)
Physical Therapy	Amy Juel	789-8892	(ajuel@lacrossesd.org)
Occupational Therapy	Connie Wall	789-8892	(cwall@lacrossesd.org)
Adaptive PE	Matt Meyers	789-8908	(mmeyers@lacrossesd.org)

Teacher Assistants:

LMC	Suzie Pence	789-7773	(spence@lacrossesd.org)
4K	Ella Henry-Raasch	789-7773, ext 4049	(ehenryra@lacrossesd.org)
ELL	Janet Schultz	789-8913	(jschultz@lacrossesd.org)
Special Education	Margie Becker	789-7773, ext 4046	(mbecker@lacrossesd.org)
	Jane Fitzpatrick	789-7773, ext 4116	(jfitzpat@lacrossesd.org)
	Tina Seefeldt	789-7773	(tseefeldt@lacrossesd.org)
	Janice Seeger	789-7773, ext 4069	(jseeger@lacrossesd.org)
Food Service	Heather Skiles	789-7773, ext 4045	(hskiles@lacrossesd.org)
	Ashley Turner	789-8880	(aturner@lacrossesd.org)
	Jackie Brown	789-8880	(jbrown@lacrossesd.org)
	Ernest Meadows	789-8880	(emeadows@lacrossesd.org)
Building Engineer	Jeff Erickson	789-8879	(jeericks@lacrossesd.org)
Custodian	Mark Beeskau	789-8879	(mbeeskau@lacrossesd.org)
	Steve Hungerholt	789-8879	(shungerh@lacrossesd.org)

SPENCE ELEMENTARY

CALENDAR FOR THE 2018-2019 SCHOOL YEAR

Open House	August 29
School Picture Day	August 29
1 st Day of School for K-5 Students	September 4
1 st Day of School for Preschool students	September 6
Kindergarten Orientation	September 10 at 5:30 pm - 6:00 pm
Parent/Teacher Conferences (No School)	October 15
Parent/Teacher Conferences (4:00-8:00pm)	October 18
School Picture Retakes	October 25
No School	October 29
End of Quarter 1	November 6
Veterans' Day Program	November 9
Early Release Day	November 9 at 12:40pm
Thanksgiving Vacation	November 21-23
Winter Break	December 24- January 1 (return Wednesday, January 2)
Early Release	January 11 at 12:40pm
End of Quarter 2/Semester 1	January 17
No School	January 18
No School	January 21
Western Wisconsin Education Conference (No School)	February 8
Staff Development Day (No School for students)	February 11
All City String Concert	March 5
Parent/Teacher Conferences (No School)	March 11
Staff Development Day (No School for students)	March 12
Parent/Teacher Conferences (4:00 pm - 8:00 pm)	March 14
Early Release Day	March 15 at 12:40 pm
End of Quarter 3	March 27
Spring Break - No School	April 18-April 22
Early Release Day	May 10 at 12:40 pm
6 th Grade Orientation for Longfellow students	May 23 6:30 pm
Memorial Day (No School)	May 27
End of Quarter 4/Last Day of School	June 5 dismissed at <u>11:40 am</u>