



Be Respectful Be Responsible Be Safe

2020-2021 Parent/Student Handbook

WELCOME

Welcome to a year like no other...2020. The 2020-21 school year looks to be something we will all remember. We are starting the year teaching remotely. Remote teaching will be very different from our remote teaching in the spring. We plan on using Canvas as a learning platform for all grades K-5. We are also planning on more engagement, productivity and progress from our students.

This handbook is part virtual school information, part State Road in person handbook... please know, as with all things Covid related, there may be changes in our world this year. However, as of printing date (8-31-2020), this is the most up to date information we have.

The Family and School Handbook contains information about the school day and policies that are necessary to ensure 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 (either remotely or when we get back to the point where we can allow visitors to our school), and to stay informed about your child's progress at school. We will communicate with you on a regular basis through notices, newsletters, website updates, and more.

Please read this handbook carefully with your child. Your knowledge of the material can help eliminate misunderstandings that could develop during the school year. If you have any 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 at State Road!

Sincerely,

Jacquelyn Lyga, Principal
608-789-7690

ATTENDANCE

Attendance is one of the major factors of student success. When we start our year virtually, attendance basically means engagement in the learning. We know some parents are working during the day and that engagement may look different than it would during a regular school year. Please see the Addendum to the Code of Rights and Responsibilities.

<https://www.lacrosseschools.org/wp-content/uploads/2020/08/Addendum-to-the-Code-of-Rights-and-Responsibilities-2020-21.pdf>

For our back to school, face to face learning, we ask that parents send children to school on all school days, unless an illness would make the day unproductive for the child involved. This year of Covid it is especially important that parent do not send their children to school if any of the following criteria apply:

SYMPTOMS OF COVID19

- o Fever or Chills
- o Cough
- o Shortness of Breath or Difficulty Breathing
- o Fatigue
- o Muscle or Body Aches
- o Headache
- o New loss of taste or smell
- o Sore Throat
- o Congestion or Runny Nose
- o Nausea or Vomiting
- o Diarrhea

Students are provided with 10 general absence days per school year. Research shows that missing 10 or more days of school can have a significant impact on student achievement. 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 (other than if a Covid situation applies this year), all absences will require a doctor's note or principal approval. If neither is provided, the absence will be marked "unexcused".

The school requires that parents or guardians call the school each morning by 9:00 AM to report an absence. A voicemail can be left at any time before, during, or after school hours. If it is not possible to call, please send a note with your student when they return to school. This will be turned into the office.

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

If an open-enrolled student is habitually truant, open enrollment 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 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 State Road.

- ★ Class begins at 8:05. Any student arriving to their classroom after that time will need a tardy pass from the office.

ABSENT vs TARDY

District policy states that elementary students arriving two hours after the start of school (10:05am) will be considered absent for the morning. In the afternoon, students leaving school prior to 1:15pm 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.

SCHOOL DAY

Students should not arrive at school prior to 7:55am.

7:55am	Breakfast and morning supervision begin:Children will go straight to their classroom upon arrival
7:55am	First bell rings
8:05am	School day begins
10:35am	AM preschool dismissed
2:45pm	Dismissal

EMERGENCY INFORMATION

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 year this is especially important. It is very important this year that you keep your contact information and that of emergency contacts up to date. If a child has any Covid like symptoms, you will be asked to pick up your child immediately. They will be in a Covid isolation room until you arrive. We have a special room right inside door K. If you get a call that your child has Covid like symptoms at school, you will be asked to go directly to door K and enter directly to that room. It is the door from the playground, near the piece of equipment we call the spider. (west side of the building)

You can update your contact information and emergency contact information through Skyward Family Access during the Online Verification. During the school year, any changes in contact information (home, work, cell numbers; place of employment; etc.) should be given to the school office to make sure 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 Online Verification. The annual Health Conditions form should list any/all special health conditions for the child. These conditions may include:

Asthma (inhaler)	Allergies (insect bites, food, medication)
Diabetes	Seizure Disorders
Other chronic health conditions	Daily medications

There is more information later in this handbook regarding health and safety information. Parents may also view all district health information on the school webpage www.lacrosseschools.org. Click on Programs & Services -- School Health.

STUDENT RELEASE

If your child must be released from school during the day for an appointment, please call the main office and advise. We ask that you make every attempt to schedule these appointments outside of a school day so that your child's education is not interrupted. Excessive early releases will be brought to the attention of the principal.

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 must be signed in and out of the office by the parent or their designee. Students cannot be released without personal contact with 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, we will contact the parent/guardian first. If you cannot come for the child, you need to send a friend or relative for your child. Ill children can not remain in school. If you cannot be contacted, the school will phone the emergency number listed for your child. Your child would then be released to the emergency contact.

SCHOOL NUTRITION

Meals During Virtual School

Breakfast and/or lunch will be provided on school attendance days Monday through Friday. Students will have the option to pick-up meals. Meal order forms will be emailed out weekly and must be submitted by 12pm on Wednesday for the following week.

If you do not have access to the internet/email, but would like to order meals, please call the Meal Order Call Center at 608-789-5880. Call Center hours are Monday - Friday 8am-1pm.

Breakfast During In-Person School

Until further notice breakfast will be served in the classroom.

Lunch During In-Person School

Lunch is available to all students. Lunch money is collected in a dropbox outside the office or your child can give the checks to their homeroom teacher. Checks should be made out to State Road Elementary.

Meal Prices 2020-2021

Breakfast	Full Price	\$1.60
	Reduced Price	\$.30
Lunch	Full Price	\$2.80
	Reduced Price	\$.40

Milk is included in the hot lunch price. If students bring cold lunch, they are able to purchase milk for \$.50/carton on a daily basis.

Free and reduced meal 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 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 can be sent to school with your child. Checks should be made out to State Road Elementary in an envelope with your child's name, teacher's name, and Lunch Money written on it. These payments are turned into the office daily. 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 cafeteria manager at 608-789-3404. All meal balances must be paid in full by the end of the school year.

Once we return to face to face learning and to the point where visitors are allowed back in our buildings, parents wanting to join their child for lunch at school are asked to contact the school office by 8:30am to make a lunch choice. Cost for an adult lunch is \$3.85. Until further notice parents will not be able to join students for meals.

Visit the School Nutrition website at www.lacrosseschools.org - District - School Nutrition to view menus, pricing, and more.

HEALTH INFORMATION

For detailed information about the district's health program, please go to the district website www.lacrosseschools.org - Programs and Services - School Health. Information included on the website includes health forms, student health guidelines, school nurse contact information, and more.

STUDENT MASK USE

Per guidance of the La Crosse County Health Department and State order, cloth facial coverings will be worn by all students (with exception of students under the age of 5).

Students with underlying medical, behavioral health, or sensory concerns that impact their ability to wear a facial covering will be exempted from this expectation with either a note from their medical provider or if agreed upon

by an IEP team or building administrator. Please refer to the CDC Feasibility Guidance on mask usage for considerations related to which students should not wear masks.

Students will be provided 2 cloth face masks at the start of face to face instruction. These two masks will be left at school to be washed. Students and families can use face masks that they provide as long as they adhere to the school district appropriate dress policy. Students and families should be sure to consider that a mask must be worn on district transportation and upon arrival to school before receiving their school mask in the classroom each day. Parents are asked to provide students with their own face mask from home for times arriving at school and leaving school at the end of the day. The school provided face masks will stay at school.

Symptom Screening

In order to ensure that anyone entering our buildings is not displaying symptoms to COVID 19 and has not been in contact with anyone who has tested positive for COVID 19 all students, staff and visitors will be required to complete a symptom screening survey. This survey will be accessible through a daily email, text, or QR code. This survey **MUST** be completed prior to entry every day. Anyone who has symptoms of COVID-19 or who has been in close contact with someone who has tested positive for COVID-19 will not be able to enter school buildings and should stay home.

Any visitors to the building will be directed to conduct their business over the phone or through email or to reschedule to a time in which they are cleared to enter school buildings. Any students will stay home or if they are already at school will be sent home as soon as possible.

Part of the survey is reporting an actual temperature. Please take your temperature at home prior to arrival so that you can answer this question. If you forget to take your temperature at home, there will be a thermometer available in your school building office.

The following are the questions asked for the daily symptom screening survey:

- 1) Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or with someone who is awaiting results of a COVID-19 test?*
- 2) Within the last 24 hours, have you experienced the following symptoms above your baseline: Cough, fever, vomiting, shortness of breath, difficulty breathing,*

new loss of smell or taste, or taken medication to reduce a fever?

3) Within the last 24 hours, have you had at least two of the following symptoms: Congestion, Runny Nose, Fatigue, Muscle and/or Body Aches, Sore Throat, Chills, Nausea, Diarrhea, Headache?

4) Please enter your temperature

Staff and students with questions can contact the Covid line at Gundersen – (608) 775-4450 or Mayo – (507) 293-9525 or the La Crosse Health Department at (608) 785-6240.

Student Health Guidelines

When should your child stay home due to illness?

Fever: Greater than 100°. Students are allowed to return to school when their temperature is normal without taking any fever-reducing medication.

Vomiting: May return 24 hours after vomiting has stopped.

Diarrhea: May return 24 hours after diarrhea has stopped.

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

Contagious Diseases: Strep throat, impetigo, pink eye - may return after 24 hours of treatment with an 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. Once the child has been treated, they may return to school. The school health assistant/nurse will follow up with the student.

Chicken Pox: May return 5-7 days after onset of rash, with all sores dry and scabbed over.

COVID-19: Staff and students need to stay home if they or a person they live with:

- have symptoms of COVID-19
- have been tested for COVID-19 (due to symptoms or potential close contact with a positive case) and are awaiting results, or
- have been in close contact with someone who has tested positive for

Please notify the office/health room 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 nurse so that 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. Please make arrangements to pick them up as soon as possible.

Medication at School

If your child needs medication at school, 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 (Inhalers are an exception with written consent from physician)

Non-Prescription Medication:

- ★ Need written consent from parent indicating the exact instructions for administration (name of drug, amount to be given, how often)
- ★ Must be in 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 be immediately 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 required every year.****

STATE ROAD RULES AND PROCEDURES

- ★ Be Respectful
- ★ Be Responsible
- ★ Be Safe

Hallway Expectations

Be Respectful

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

Be Responsible and do your job

- ★ Walk in line and stay to the right
- ★ Keep track of your belongings
- ★ Get dressed quickly for recess

Be Safe

- ★ Walk at all times
- ★ Stay in line
- ★ Stay six feet apart

Lunchroom Expectations

Be Respectful

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

Be Responsible

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

Be Safe

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

Assembly Expectations

Until further notice there will be no in-person assemblies.

Be Respectful

- ★ Sit still on your bottom
- ★ Keep your hands and feet to yourself

Be Responsible

- ★ Listen and participate
- ★ Lead by example

Be Safe

- ★ Wait to be dismissed
- ★ Stay in line with your class

Playground Expectations

Be Respectful

- ★ Play fairly
- ★ Include everyone
- ★ Be a good friend
- ★ Keep your hands and feet to yourself

Be Responsible

- ★ Dress for the weather
- ★ Bring in what you take out
- ★ Line up promptly

- ★ Put equipment away

Be Safe

- ★ Stay in the designated area
- ★ Use the equipment safely

Lunch Recess

All students are expected to go outdoors during recess. Exceptions are made for weather (rain, 0°F, or a windchill of -5°F or below).

Inside Recess for Inclement Weather

Students will be supervised by staff members in the classrooms. There will be activities to keep them engaged. No chasing or running allowed.

Snowball Policy

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

Bicycle Regulations

All bicycles should be walked on sidewalks on school grounds. We only allow one rider per bike for safety reasons. Students may not ride their bicycles during recess or lunch period. There is a rack outside of the building for bicycles, and we recommend that they be locked.

Gum and Candy

Gum and candy are only allowed for certain occasions - such as parties. Teacher discretion will be used.

Water

Students are encouraged to have a water bottle on their desk. No other liquid besides water is allowed without prior approval (party, medical condition, etc.). Water bottle filling stations are available for refilling.

Backpacks

We encourage students to bring a backpack to school daily. Backpacks must remain in their locker and are not allowed in the classroom during the school 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 of Rights and Responsibilities. They may include the following:

- ★ Verbal Warning
- ★ Notification of Parents

- ★ Discussion with Teacher and/or Principal
 - ★ Restitution
 - ★ Loss of privileges (suspension from field trip, classroom activities, etc.)
 - ★ Natural Consequences (cleaning up a mess, putting away equipment/material, etc.)
 - ★ Detention in the school office before and/or after school or during lunch
 - ★ Suspension in or out of school
 - ★ Referral to other school district programs and/or the police department
- **Possession of tobacco or illegal substances by students, as well as flagrant acts of vandalism, will be referred to the police department in addition to any school consequences.**

ADDITIONAL/HELPFUL STATE ROAD HINTS

7:55 Arrival Time

Students will go directly to their classroom in the morning. Students eating breakfast at school will do so in the classroom. Students should not arrive prior to 7:55.

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 staff will not assume responsibility for supervising students waiting for an activity to begin or waiting for a ride 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. Laser pointers are not allowed in school by state law.

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.

Code of Rights and Responsibilities

The School District of La Crosse has a Code of Rights and Responsibilities. This document is available on the district website, our school website, or you can pick up a copy at Hogan Administrative Center or the State Road office. Each year, students and parents/guardians must sign a form acknowledging that you have read and understand the information.

Reporting Data Directory Concerns

We have a responsibility to protect our students' personally identifiable information, and we take that responsibility seriously. As parent(s)/guardian(s), if at any time you believe information about your student has been shared that conflicts with your designated preferences – as documented on the annual [Release of Student Directory Data Information](#) – please notify the school principal to discuss the circumstances.

Conferences and Report Cards

District wide Parent/Teacher Conferences are scheduled twice during the school year, in the fall and the spring. Dates are posted on the district website and will be communicated via classroom teachers. 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. Please carefully review your child's progress and contact the school if you have questions regarding the process.

Counselor/Social Worker

State Road has a Social Worker that is available to meet with students, parents, and teachers. The staff member helps in the development of academic, personal, and social growth of students. Students can be seen individually, in small groups, or in the classroom setting.

The Social Worker is here to:

- ★ Help children understand themselves and others
- ★ Help prevent problems from developing
- ★ Help identify children with special needs
- ★ Provide crisis intervention
- ★ Develop personalized programs for students
- ★ Provide guidance-related information and activities

During the regularly scheduled classroom guidance times, the Social Worker provides age appropriate information and activities to all children in the following areas:

- ★ Learning skills
- ★ Self concept
- ★ Personal safety
- ★ Friendship/Social skills
- ★ Cooperation
- ★ Alcohol and other drug information
- ★ Making choices and understanding the consequences
- ★ Feelings
- ★ Career awareness

Individual and small group counseling can:

- ★ Help children understand, accept, and express feelings
- ★ Develop social skills
- ★ Encourage better choices
- ★ Develop problem solving skills
- ★ Assist in better understanding how to deal with 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
- ★ Coping with family issues (drug/alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other area of concern)

District and School Website

<https://www.lacrosseschools.org/>

<https://www.lacrosseschools.org/state-road/>

Dress Standards

We expect students who attend school to have outdoor recess daily. Severe weather or a doctor note are the only exceptions. 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. 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. 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. The need for appropriate school dress is an issue we try to spend as little time as possible on, but occasionally a situation will need to be addressed by the building principal. Common concerns are:

- ★ Clothing should cover the entire midsection of all children; shirts should meet the pants.
- ★ 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 short shorts.
- ★ Any clothing that could cause a disruption in the learning environment or that has the potential to create 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 area right in front of the school (the loop) 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 need to exit your vehicle, please park in any of our parking lots.

Early Release

Please see the school calendar on the district website for the dates. Students are dismissed at 12:45pm. Students will have lunch before being dismissed. There will be no afternoon preschool on early release days.

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 or iPad insurance. 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 year, we will conduct four types of student/staff drills to ensure the safety of State Road.

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 are provided that opportunity during registration/enrollment.

Internet Family Access

Families with internet access can monitor student progress and lunch account balances from home through Skyward Family Access. Contact the school office if you need your user ID 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, please contact the school office before bringing the item into school.

No Smoking

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

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. Federal law prohibits parking in designated handicap spaces. The lot on the west side of the school is for Staff only. We ask that parents do not enter that lot due to children in that area.

Pets/Animals in the Classroom

To provide for the safety and welfare of all children, 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 classrooms. The school is 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 happened at school. We want to hear those. We do ask that you follow the following procedure in order to provide the appropriate staff with the opportunity to address the concern:

1. Contact the staff member or teacher who was directly involved
2. If not resolved, contact the building principal

If the concern is at building level, please contact the principal before contacting the Superintendent of Schools.

Safety Procedures and School Visits

School safety is a top priority. State Road has a safety plan with emergency procedures in place to ensure student safety, as well as a camera surveillance system. All school district staff wear a photo ID badge clearly identifying themselves 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. Until further notice visitors will only have access to the office.

School Closings

Early closing forms were provided to families in the Back to School mailing. All family members should be aware of plans in the event school closes early. School day emergency closings will be announced on the radio and television as soon as possible. Surround Care is not available on early closure days.

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 6:00am. A Skylert message is also sent to the primary guardian's phone number for each child.

School Transfers

When a student moves from the State Road attendance area, please follow the following procedures:

Another district: Let the office know so the appropriate staff can be notified. Student records will be mailed directly to the new school once we receive the request from the new school.

Within the district: An address change form will need to be filled out. Please contact the Registrar at Hogan Administrative Center - 608-789-7756 or the school office.

Student Activities/Clubs

Students have the opportunity to be involved in during and after-school clubs. These can include Safety Patrol, Homework Club, REAL Girls, Art Club, etc. 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. The school is not responsible for any lost, stolen, or broken objects.

Volunteering

For the beginning of the 2020-2021 school year, volunteering on school property will not be allowed in order to minimize visitors and COVID exposure. We still love and want volunteers, but at this time visitors are not allowed at school.

Once visitors are allowed again, any adult volunteering at school or chaperoning a field trip must have the District Criminal Background Check submitted at least 10 days prior to volunteering. This also applies to any parent who wants to assist on a field trip. Once approved, you are eligible for three years before having to re-apply. You can find the form on the district website under Parents/Parent Resources/Volunteer Opportunities.

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.

Once COVID guidelines change, State Road 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. These walks are led by an adult and occur on Friday mornings. Watch your child's take home folder for more information.

There is a bike rack located on school property for students to safely park their bike for the day. We recommend children lock their bike up, however, it is not required.

BUS INFORMATION

The School District of La Crosse contracts transportation through GoRiteway. Bus route information is available by contacting them at 608-881-6370.

We expect all children to follow the rules on the bus. Infractions of the rules will be brought to the attention of school personnel and parents. Continual abuse of bus privileges may result in the denial of transportation.

- ★ Use only the bus and bus stop assigned
- ★ Orderly behavior is required at the bus stop
- ★ Remain seated and facing front
- ★ Talk quietly and make no unnecessary noise
- ★ Do not talk to the driver unless necessary
- ★ Keep head and arms inside the bus
- ★ Be quiet when the bus is crossing railroad tracks
- ★ Do not litter inside the bus or throw anything out the window
- ★ Eating is NOT allowed on the bus
- ★ Wear a mask

STAFF DIRECTORY

Principal	Jac Lyga	789-3400	jlyga@lacrossesd.org
Admin. Assist.	Mandy Piper	789-3401	mpiper@lacrossesd.org
	Britney Zeimentz	789-3419	bzeiment@lacrossesd.org
Nurse	Jenna Euler	789-8441	jeuler@lacrossesd.org
Health Assist.	Anne Winkers	789-3402	awinkers@lacrossesd.org
Food Service	Mary Sterba	789-3404	msterba@lacrossesd.org
	Sheila Benson	789-5514	sbenson@lacrossesd.org
Engineer	Tony Becker	789-3403	abecker@lacrossesd.org
Custodial	Tom Sanger	789-3403	tsanger@lacrossesd.org
	Brad Arneson	789-3403	barneson@lacrossesd.org
<u>Teachers:</u>			
4K	Michelle Haasch	789-3423	mhaasch@lacrossesd.org
Kindergarten	Teresa Fox	789-3436	tfox@lacrossesd.org
	Alison Frost	789-3417	afrost@lacrossesd.org
	Laurie Every (CRVA)	789-3415	levary@lacrossesd.org
1st Grade	Shelly Healy	789-3420	shealy@lacrossesd.org
	Carrie Quick	789-3424	cquick@lacrossesd.org
	Sara Irwin	789-3430	sirwin@lacrossesd.org
2nd Grade	Kathy Lysaker (CRVA)	789-3431	klarsonl@lacrossesd.org
	Charlie Alexander	789-3410	calexand@lacrossesd.org
	Jeanie Ruprecht	789-3425	jruprech@lacrossesd.org
3rd Grade	Maria Franke (CRVA)	789-5139	mfranke@lacrossesd.org
	Lora Busch	789-3412	lbusch@lacrossesd.org
	Kelly Clements	789-3426	kclement@lacrossesd.org
4th Grade	Jeanette Schams (CRVA)	789-6435	jschams@lacrossesd.org
	Jasmine Valentine	789-3408	jvalenti@lacrossesd.org
	Brittney Keach (4/5)	789-3409	bkeach@lacrossesd.org
5th Grade	Austin Mickschl (CRVA)	789-5086	amicksch@lacrossesd.org
	Heather Struver-Gonyo	789-3418	hstruver@lacrossesd.org
	Caitlin Hanney	789-3422	channey@lacrossesd.org
Art	Beth Gonia (CRVA)	789-7767	egonia@lacrossesd.org
	Marcia Crowley	789-3414	mcrowley@lacrossesd.org

Music	Erin Revels	789-3427	erevels@lacrossesd.org
PE	Chris Kjos	789-3413	ckjos@lacrossesd.org
Orchestra	Micah Averbeck	789-3061	maverbec@lacrossesd.org
LMC	Kristen Martin	789-3405	kmartin@lacrossesd.org
Social Worker	Julie Van Dunk	789-3429	jvandunk@lacrossesd.org
ELL	TBD	789-3434	
Psychologist	Rill Moline	789-6840	rmoline@lacrossesd.org
Speech/Language	Stacey Burds	789-3411	sburds@lacrossesd.org
Physical Therapy	TBD	789-3428	
Occupational Ther.	Lisa Hague	789-3428	lhague@lacrossesd.org
Adaptive PE	Jordan Young	789-5863	jyoung@lacrossesd.org
	Adam Pichette		apichett@lacrossesd.org
Special Ed	Mary Teclaw-Ciano	789-3416	mteclawc@lacrossesd.org
	Alyssa Frick	789-3437	africk@lacrossesd.org
Instructional Coach	Lisa Gunnarson	789-3438	lgunnars@lacrossesd.org
HPL	Archie Barribeau	789-7600	abarribe@lacrossesd.org
<u>Teacher Assistants:</u>			
LMC	Cindy Sikora	789-4033	csikora@lacrossesd.org
Preschool/4K	Annie Weber	789-3423	anweber@lacrossesd.org
Special Education	Brie Yager	789-5517	byager@lacrossesd.org
	John Blum	789-5517	jblum@lacrossesd.org
	Mary Lynch	789-5517	mlynch@lacrossesd.org
ELL	Houa Moua	789-3434	hmoua@lacrossesd.org

1:1 iPad/MacBook/Use of Any Computer, iPad, or other Technology Device in School

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad/MacBook that may come home for completing school activities.

Students are issued a district iPad (Kindergarten-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 parents/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.

2020-2021 Parent/Student Handbook

Parent/Guardian:

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child(ren)'s enrollment at the school I will be informed from time to time, formally or informally, of various changes in school or district policies. I understand the school and/or district reserves the right to change policies at any time with or without advance notice.

Signature

Date

Student(s):

I agree to abide by the policies/guidelines presented in the Parent/Student Handbook.

Signature

Date

Signature

Date

Signature

Date

COVID ADDENDUM

We are looking forward to seeing all our students and families in person again! We know you have questions about safety and how the upcoming school year will look. Please know that we are committed to reducing opportunities for the COVID 19 virus to spread while still maintaining the close family/school partnership and excellent instruction that has always occurred at State Road. We will continue to work together with you as our most valuable partner to make this a safe school year for your children.

STAYING HOME:

Students should stay home **if they or a member of the household have symptoms of COVID-19, have been tested for COVID-19 (while waiting for results), or have been exposed to someone who tests positive for COVID-19.**

By keeping ill students and staff away from others, we can limit the spread of the virus. (Please note that It is possible for people who do not have symptoms to spread the virus to others.)

SYMPTOMS OF COVID19

- o Fever or Chills
- o Cough
- o Shortness of Breath or Difficulty Breathing
- o Fatigue
- o Muscle or Body Aches
- o Headache
- o New loss of taste or smell
- o Sore Throat
- o Congestion or Runny Nose
- o Nausea or Vomiting
- o Diarrhea

SOCIAL AND EMOTIONAL CONSIDERATIONS:

As in past years, we are committed to addressing the social and emotional needs of our students at all times but particularly during this COVID 19 period in our community. We will:

- Ensure that classroom and school spaces are safe, positive, welcoming and supportive learning environments
- Have resources available that can help caregivers support students' mental wellness
- Provide caregivers a confidential way to let schools know about concerns they have about their student returning to learning
- Monitor and recognize early warning signs in students or identify students who may need support
- Ensure school counselors and social workers will be available to respond to emerging student needs at school
- Ensure school counselors and social workers will be available to support the mental health of students learning online
- Ensure that students can access their mental health therapy services via teletherapy

CAREGIVER/ STAFF COMMUNICATION

- Caregivers are allowed in the school office only. Caregivers are not allowed to be in any other area of the building.
- The number of caregivers in the office will be limited to **three** at one time and caregivers will be asked to follow social distancing practices.
- If a caregiver needs to pick up their child early, caregivers will be asked to wait outside until their child is in the office
 - Office staff will call the parent when their student is ready
- When a child is ill, caregivers must pick up the child within 30-minutes
 - Sick students will be brought outside by staff to waiting caregivers
- Teachers will schedule "meet and greets" with families within the first three days of school in order to get to know one another and learn more about the hopes and dreams of families for their children
 - Caregivers can bring in forms to this meeting. School supplies can be sent with their children on the first day of face to face school.
- There will be no large-group evening gatherings such as concerts, family nights, etc. for at least the first semester.
- Fall parent/teacher conferences will be held virtually

MASKS:

- Staff must wear masks at all times in the building.
- Caregivers must wear a mask when in the office.
- Children will be expected to wear masks in the classroom when social distancing is not possible during activities, anytime outside of the classroom and when in common areas of the building (for example: hallways/restrooms)
- Children will be expected to wear a mask when riding the bus

- Staff will provide two masks for every child to be used while in school
- School-issued masks will be kept at school and washed everyday

WHAT IS HAPPENING IN THE CLASSROOM

- Instructional plans have been developed to prioritize and revisit standards that may have been missed during the fourth quarter of the 2019-2020 school year due to moving to a remote learning environment. Also, instructional plans have been developed that will allow a seamless transition and delivery of the current year standards necessary for successful student progress.
- Classrooms will be set up and instruction will be designed to maximize the distance between students in accordance with social distancing guidelines.
- Breakfast and lunch will be eaten in the classrooms
 - Proper disinfecting procedures will be used before and after each mealtime
- Each student should bring a water bottle labeled for their personal use.
- Classroom snacks will be distributed by an adult wearing gloves. Snacks will be placed on a paper towel/napkin or distributed in a prepared snack bag.
 - Desks will be sanitized before and after snack.
 - Caregivers may bring in bulk snacks
 - There will be NO homemade treats/snacks allowed
- Students will have their own supplies and will not share a community set.
- All student supplies, clothes, outerwear, etc., must be labeled with their name
- There will be markings on the ground that will assist children to know where to stand a safe distance from each other
- There will be no field trips except walking to a nearby outdoor space. Masks must be worn and social distancing practices will be implemented on walking field trips.
- Assemblies or large group gatherings will be conducted virtually
- Children will not be allowed to move about the building throughout the day. They will stay in their classrooms in order to minimize contact with students outside their classroom.
- Specialist teachers including art, music, PE, library and guidance will teach in the homeroom classrooms to lessen student travel in the building
- Title, English Language and Special education teachers will teach in the homeroom classroom or in a resource room as needed
- Should La Crosse county require it, we will move to a temporary virtual learning environment delivered by your child's teachers using their individual iPad.

GENERAL CLEANING OF BUILDING ENVIRONMENT

- All classrooms will have hand sanitizer available for students as they enter and leave the building/room.
- Hand sanitizer stations will also be set up throughout the building.
- Classrooms will be fully sanitized each evening

ARRIVAL AND DISMISSAL

- Caregivers are not allowed to enter the school with their children
- Children can be dropped off no earlier than 7:50am. If caregivers and children arrive before that time, they must wait in the car or outside away from the door of the building (remember to maintain a safe social distance from others)
- Playgrounds are off limits before and after school
- Children will go straight to their classroom upon arrival at 7:50am
- At dismissal, caregivers will be reminded to approach the class one at a time using appropriate social distancing
- Caregivers will be reminded to wear masks when they pick up and drop off their child
- Students will be screened for COVID-19 symptoms as they enter the building and when they enter their classroom. If a student shows signs/symptoms of illness, they will be referred to the health room
- Caregivers should contact the Boys and Girls Club if their child(ren) will be attending the Hamilton or Mathy Club after school for information on transportation to the club
- Students will enter through the entrance closest to their classroom when possible (signs will be posted to assist)

Entrances/Exits

<u>Grade/Teacher</u>	<u>Door Letter</u>	<u>Entrance Description</u>
4K	J	Playground Entrance
Kindergarten	Mrs. Fox: G Mrs. Frost: H	Staff Lot/East Entrance Playground Entrance
1st Grade	Mrs Healy: H Mrs. Quick: K Ms. Irwin: G	Playground Entrance West Entrance Staff Lot/East Entrance
2nd Grade	K	West Entrance
3rd Grade	J	Playground Entrance
4th/5th	A	Main Entrance
Special Ed/Soft Landing	G	Staff Lot/East Entrance