

*Northside Elementary &  
Coulee Montessori*

# **Family Handbook**



**Principal – Sarah Bradle**  
**Dean of Students – Larry McMahon**

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[www.lacrosseschools.org/northside](http://www.lacrosseschools.org/northside)



Hello! Welcome to Northside Elementary and Coulee Montessori Charter School! We are so delighted that you are part of our community of learners! This Family Handbook was created so that you could get to know us better. We have assembled some materials in these pages to let you know how we operate, where you can get questions answered, and get help if needed. Let's get started!

We are housed in a beautiful building that is located on nearly five acres of land on the north end of La Crosse within an urban neighborhood.

Fun fact: we have two schools located within our building:

- Northside Elementary is a conventionally organized school that employs innovative research-based practices and serves students from preschool through fifth grade.
- Coulee Montessori Charter School is a Montessori school with multi-age classrooms from preschool through fifth grade. Coulee Montessori uses Montessori materials, curriculum, and teaching approaches in all its classrooms.

We cultivate a family atmosphere in both of our schools with an emphasis on developing the whole child and partnering with families and our community to serve our students.

Please do not hesitate to reach out at any point for clarification or more information!



**Sarah Bradle**  
**Principal of Northside Elementary & Coulee Montessori**  
**608-789-7970; 608-789-6700**

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## 2023-2024 Staff Room-Extension List - CURRENT

STAFF NAME	Title	New Ext.	Room #
BRADLE, SARAH (PRINCIPAL)	Principal	6700	101B
MCMAHON, LARRY (DEAN)	Dean of Students	6761	101I
SIERP, KATHY (MAIN LINE)	Administrative Assistant	6701	101
MARTELL, KRISTA (OFFICE)	Administrative Assistant	6702	101
KLATT, ALEXIS (Health Assistant)	Health Assistant	6703	101D
STAFF NAME	Title	New Ext.	Room #
ADAMS, MADIE	Coulee Montessori - E1	6716	125
ALLEN, KYLE	2nd Grade	6763	239
ANGFANG, JENNA	Community Schools Coordinator	6780	113
AQUINO, MAY	Custodial Staff	6777	135A
ARNOST, JOHN	ELL Teacher	6778	215
BERBERICH, MELISSA	3rd Grade	6724	233
BESL, TIM	Custodial Staff - Building Engineer	6777	135A
BIGELOW, MARIAH	Coulee Montessori - E2	6781	209A
BORCHERT, ELIZABETH	5th Grade	6746	203
BORNHEIMER, HEATH	TA	6733	TBD
BROTT, MOLLY	3rd Grade	6711	229
CAKIR, MADELINE	Coulee Montessori - E1	6748	121
CECENAS, MARCOS	4th Grade	6753	213
COOK, MICHELE	Student Success Coach for Behavior	6744	234
DELLENBACH, JENNY	Coulee Montessori - E1	6745	123
DELONG, TRACY	Speech/Language	6772	142
DOBRUNZ, DEB/WINTER, MELISSA	COUNTY SOCIAL WORKER	792-1738	Trinity Church
FOOD PANTRY		6780	113
HANSEN, REID	Physical Education - Adaptive	8827	Rotating Rooms
HILKER, LISA	Kindergarten	6749	145
HOFF, ISABEL	Strings Teacher	6780	137
HOLLEY, GWEN	Cross Categorical Teacher	6774	140
HULBERT, SYDNEY	1st Grade	6751	139
HYNEK, CASSIE	School Psychologist	6736	204
INGVALSON, JESSICA (K-5)	Music Teacher	6775	102
JOHNSON, JEREMY	Cross Categorical Teacher	6762	131
JOHNSON, SHELLEY	Nurse - District	317-8136/5766	101C
JONES, SHELLEY	1st Grade	6755	149
JORGENSEN, SARA	Coulee Montessori - E1	6756	129
KIELLEY, FAYE	Nutrition Staff - Cook Manager	6706	KITCHEN
KIRCHNER, COURTNEY	Title I Teacher	6723	227

2023-2024 Staff Room-Extension List - CURRENT

STAFF NAME	Title	New Ext.	Room #
KOEPKE, KADIE	Cross Categorical Teacher	6771	235
KOST, KERRY	Academic Success Coach	6730	206
KUCHEL, JANE	CM Cross Categorical Teacher	6715	127
LEADHOLM, TYLER	Cross Categorical Teacher	6734	223
LONG, SHELLY	Title I Teacher	6723	227
LYSNE, RACHEL	LMC Director	6760	111A
MARTIN, MACRENA	ELL TA/Spanish Interpreter	6735	208
NOVAK, LISBETH	Preschool TA	6719	109
NORMAN, KYLE	Cross Categorical TA	6734	223
O'KEEFE, NICK (E2 & CH)/Summit	CM Physical Education	8844/6743	136A
PERZ, JENNIFER	5th Grade	6740	201
PIERRE, WALFSTY	Guidance Counselor	6747	101G
RATHKE, AMOREENA (K-5)	Art Teacher	6765	219
RAY, AMANDA	3rd Grade	6767	231
RISLOW, NIKKI	Coulee Montessori - Children's House	6766	119
ROLLINS, AUTUMN	1st Grade	6712	141
SCHAMS, JILL (E1)/Southern Bluffs	CM Music Teacher	6738	137
SCHEUERELL, CASEY (E1 )/Southern Bluffs	CM Art Teacher	6718	221
SHAY, LINDSEY	PT	6732-6447	215B
SHERIFF, COLLEEN	Kindergarten	6764	147
SHIVELY, JOSH	Coulee Montessori - E2	6769	209
SHUDA, MARK (E1)/Southern Bluffs	CM Physical Education	5140/6743	136A
SIEGMEIER, EMILY (NS K-5)	Physical Education	6743	136A
SPOHN, ALISON	Coulee Montessori - Children's House	6754	117
STEARN, HEATHER	Special Education Coordinator	6714	138
STURM, RYAN	Custodial Staff	6777	135A
SULLIVAN, DEB	2nd Grade	6759	237
SWAN, BRADY	LMC TA/Checkout Desk	6707	111A
SWENSON, SHAILA	Preschool Teacher	6719	109
TANDE, CARMEN	Nutrition Staff	6706	KITCHEN
THERING, SYDNEY	4th Grade	6742	207
UNDERWOOD, ALYSSA	School Counselor	6739	101J
VANG, PHA	ELL TA	6735	208
WEBER, PEPPER	Nutrition Staff	6706	KITCHEN
WENTZ, LACEY	Cross Categorical TA	6715	127
WIEDEMANN, EMILY	4th Grade Teacher	6758	205
WILDT, JOHNNYRAY (E2 & CH)/Summit	CM Art Teacher	6718	221
YANG CHAD	Custodial Staff	6777	135A

2023-2024 Staff Room-Extension List - CURRENT

STAFF NAME	Title	New Ext.	Room #
YANG, XIA	Kindergarten	6768	143
YOUNG, DANA	OT	6705	215A
ZONG, MARY	ELL Teacher	6722	217
Copy Room (2nd floor)		TBD	228
K/1 BOOK ROOM		6794	144
2/3 BOOK ROOM		N/A	240
4/5 BOOK ROOM		N/A	202
COULEE MONTESSORI LIBRARY		6720	120
BGC		6713	112
YMCA		6714	118

TBD	Early Childhood SPED Teacher		
TBD	4K Cross Categorical TA		
TBD	Cross Categorical TA		
TBD	Cross Categorical TA		
TBD	Cross Categorical TA		
TBD	Speech/Language Tchr	6721	114
TBD	Music Teacher - Coulee Montessori	6738	137





# Coulee Montessori

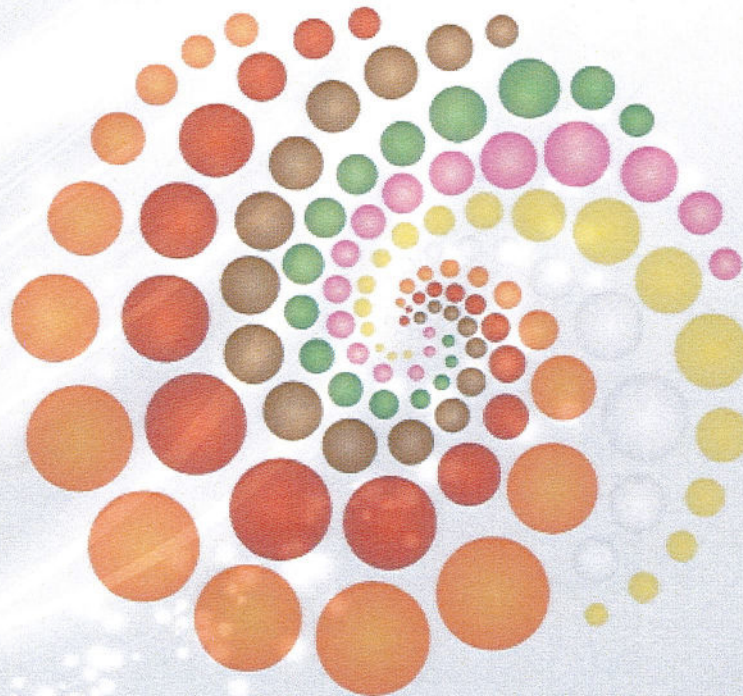
A CHARTER SCHOOL OF THE SCHOOL DISTRICT OF LACROSSE

Children at Coulee Montessori School learn in a peaceful setting, guided by the uniquely designed Montessori materials and their own interests and passions.

Teachers instruct and guide them with respect for the whole child and the associated stages of development.

The spiraling curriculum, as prescribed by Dr. Maria Montessori, includes integrated studies in the areas of Sensorial Exploration, Geography, History, Language, Arithmetic, Geometry, Science, and Practical Life.

The Coulee Montessori community is an extension of each child's and staff member's family.





## Our School Climate

At Northside and Coulee Montessori we want everyone to feel safe and be able to learn. Our goal is always to provide a positive school environment for our children. We challenge ourselves and our students to be a friend to all, take positive action to prevent problems, and to help resolve problem situations should they arise in our school.

We have three main rules:

1. **Be respectful!** Being **RESPECTFUL** is what my choices look and sound like
2. **Be responsible!** Being **RESPONSIBLE** is how I answer to my choices
3. **Be safe!** Being **SAFE** is how my choices feel

You may note that each area of the school (bathrooms, hallways, classrooms, playground, lunchroom) expands on these three rules with respect to their environment. For example, in the classroom “Be responsible!” means getting your work done. On the playground “Be responsible!” means putting the balls in the bin. In the lunchroom, “Be responsible!” means carrying your lunch tray to the dish room.

We use a PBIS “Positive Behavioral Interventions and Supports” (PBIS) approach to support excellent behavior. As part of our PBIS process, staff uses evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the rules in a positive manner, we:

- ✓ Teach behavioral expectations, practice behavioral expectations, and recognize children when they follow behavioral expectations.
- ✓ Teach conflict resolution skills.
- ✓ Teach strategies that support a child in self-regulation (self-calming or self-soothing).
- ✓ Provide students with more praise than correction (Northside parents: ask your child about Star Cards, Student of the Month, and weekly Star Student recognition).
- ✓ Speak to everyone with respect and kindness using a positive voice tone.
- ✓ Actively engage everyone in the class during instruction, with individualization as needed.
- ✓ Use foreshadowing, modeling, prompting, and redirecting as we teach both academics and behavior.
- ✓ Look for the positive first and provide immediate, frequent, and specific feedback when we speak with children.
- ✓ Calmly discuss misbehavior with the student after it occurs to learn about what preceded the misbehavior, how the student could behave differently if the situation repeated, and to “make a plan” for how to “fix” the problem and make things right again. We use a form called a “Fix it Form” to guide our conversation.
- ✓ When misbehavior occurs, we provide consequences that assure safety for all the children in our building, are developmentally appropriate, and are specific to the student involved.
- ✓ Think about the *function* of misbehavior (e.g. why does the child misbehave?) We also see misbehavior as a way the child communicates to us that he/she needs to learn new skills. We put our emphasis on what the child *can learn to do differently* to decrease the likelihood that the misbehavior reoccurs.

If you have questions about PBIS, please feel free to contact the principal or your child’s teacher.

We also use a leveled volume system to communicate volume expectations to students. You may hear students and teachers reference the following leveled volume guidelines:

- ✓ Level 0 voices: silence
- ✓ Level 1 voice: whisper
- ✓ Level 2 voice: talk with friends at a table
- ✓ Level 3 voice: outside voice volume

We describe children as displaying readiness for learning by showing us “Body Basics”. This means:

- ✓ Body in your own space
- ✓ Face the speaker
- ✓ Eyes on speaker
- ✓ Listen
- ✓ Raise hand to talk

Finally, we describe children as being “regulated” or “dysregulated”. We use the following terminology to further describe this state of “regulation” or “dysregulation”.

- ✓ When children are “dysregulated” we say they are in the:
  - Red zone: Mad, yelling, mean, putting hands on another person
  - Blue zone: Sad, tired, bored, sick
  - Yellow zone: worried, nervous, annoyed, upset
- ✓ When kids are “regulated” we say they are in the:
  - Green zone: Happy, calm, ready, okay

We teach our children strategies to move from a state of dis-regulation to regulation.

## **School Counseling**

Each classroom receives classroom guidance lessons throughout the school year. Among other curricula, the 2nd Step curriculum is implemented, and self-regulation and social/emotional skills are taught.

Our school counselors also have the opportunity to work directly with select students in an individual or small group setting for 6-8 weeks. Group counseling is offered to students to support and enhance the development of personal and social skills and to promote educational success. These students are referred to groups by office staff, classroom teachers, parent request, or individual request.

## **Resources for Northside Elementary/Coulee Montessori Families**

- ✓ La Crosse Social Services (to report) 608-784-4357/Child Protective Services
- ✓ La Crosse Area Family Collaborative: Neighbor Social Worker – Melissa Winter/792-3221
- ✓ Community School Coordinator – 789-7970, Ext. 6780
- ✓ Parenting Classes: Parenting Place/Nurturing Parent, Gundersen Health/Care-Triple P Program, Gundersen/Responsible Parenting Resources
- ✓ School-Based Mental Health Counseling: Students may receive counseling services through pre-approved community therapists at Northside/Coulee Montessori. See counselors for more information.
- ✓ Every Monday evening Trinity Lutheran Church offers:
  - Clothes Closet: free and slightly used clothes for children
  - Food Pantry
  - Free Meals
- ✓ Family Nights: Approximately once per month at Northside/Coulee Montessori School (family, food, and fun)
- ✓ Northside/Coulee Montessori Food Pantry for our students.

***Please contact your school counselor for more information.***

## **Safety Procedures**

For the safety of Northside Elementary/Coulee Montessori students, all school doors are locked during the school day. Parents and other visitors may enter the building through a controlled entrance on Kane Street to sign in and get a visitor badge to wear during their visit to Northside Elementary/Coulee Montessori. All Northside Elementary/Coulee Montessori staff display identification badges that clearly identify them as staff to students and parents.

## **Drop Off & Pickup**

Some important reminders for parents:

- ✓ Please always drive slowly around the school. Children and families are always present.
- ✓ Please wait your turn to drop off or pick up your child.
- ✓ Never park and leave your car if you are parked in front of the school on Kane Street or Charles Street during school hours unless you are opening the door for your child. This is for drop off and pick up only.
- ✓ Please remind your child to use the passenger-side door to avoid traffic.
- ✓ Please do not park (even temporarily) in no-parking areas such as the crosswalk or around the driveways.
- ✓ NEVER drop your child off or pick them up in the middle of the street.





# NOTICE



## “NO PARKING, STOPPING OR STANDING” FOR DESIGNATED AREAS ON KANE AND CHARLES STREETS

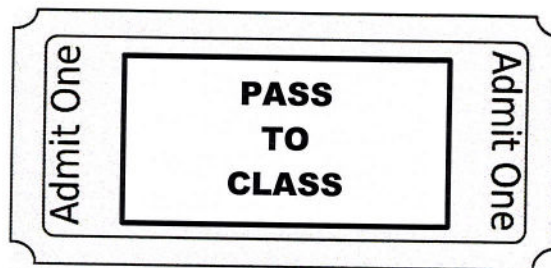
- ✓ For the safety of ALL children at Northside Elementary/Coulee Montessori, please be reminded that parking directly in front of the school on Kane Street and Charles Street from 7:30 AM to 4:30 PM on school days by the playground is illegal. The street is clearly marked with road signs for “no parking during school days” and “no stopping or standing during school days”. This regulation is in effect for the safety of ALL children before and after school.
- ✓ Parking for two hours or less is available across the street from the school on Kane Street. Parking across the street from the school on Charles Street is allowed throughout the school day.
- ✓ Please help us keep traffic controlled by following the parking regulations and crossing with the staff supervision, crossing guards, and safety patrols.
- ✓ Please **do not park in the staff parking lot** to drop off **before school (7:45 – 8:15 AM)** or to pick up students **after school (2:45 – 3:15 PM)**. Thank you for your help in keeping the children safe.



## Arrival at School

Playground supervision begins at 7:45 AM. Please do not drop your child off before 7:45 AM unless your child is enrolled in YMCA Surround Care. Students may play on the playground beginning at 7:45 AM. Students are then brought in the building by staff starting at 8:00 AM.

Students report to their classrooms to have breakfast. **The bell to enter the building rings at 8:00 AM. Students should be in their classroom at the final bell (8:15 AM).** All outside doors are locked after the 8:30 AM. If your child arrives late (after 8:30 AM), please bring them to the main office doors to enter the building and ensure they enter safely before you leave. All late students are required to stop in the office for a “Pass to Class” – if the teacher has marked them absent, the “Pass to Class” lets the teacher know the student has checked in at the office. Breakfast is served from 8:00 to 8:15 AM.



In case of inclement weather, the children will enter the building before the 8:00 AM bell and go to the gym for supervised activities.

## Bus Transportation

Students that live within two miles of Northside Elementary/Coulee Montessori are not eligible for transportation (except for special education students requiring busing). However, Go Riteway (our transportation provider) offers a reduced-price bus route that will transport students to/from school from pre-determined neighborhood stops to assist families who live some distance from school and may have difficulty transporting their child. If the neighborhood stops do not fit your needs, contact **Go Riteway** at (608) 881-6370 to see if other options exist. **All transportation needs must be registered through Go Riteway.** To register your child for transportation, follow the link below or call Go Riteway.

<https://www.lacrosseschools.org/parents/transportation/> PUT IN NEW LINK

## Shuttle to Erickson Boys & Girls Club

If your child is a member of the [Boys & Girls Club](#) and in grades 3-5, a shuttle bus is available after school to the Erickson club. The shuttle is provided at no charge, but parents must still register their child with Go Riteway – either on-line or by phone.

**IMPORTANT:** Both Northside Elementary and the Boys & Girls Club request that all students ride the bus to the “club” (unless a parent/adult notifies the Northside staff).



## Walking & Biking to School

Northside Elementary/Coulee Montessori participates in the "[Safe Routes to School](#)" program. Children are encouraged to walk or bike to school. Crossing guard locations in the neighborhood are located at:

- Kane St. and Gillette St.

Children are encouraged to:

- Use crosswalks and crossing guards whenever possible.
- Wear a bike helmet when biking (if you cannot afford a helmet, please consult with our Community School Coordinator.
- Use the bike rack near the school playground to store bikes during the school day. Bike locks are encouraged – we are not responsible for stolen bikes.
- Walk bikes across the crosswalks and on school property.
- Carry rollerblades, scooters, and skateboards on school grounds and keep them in your locker during the school day.



## Cold Weather Policy

All students will be indoors when **the temperature is 0 or below and/or the wind chill temperature is -5 degrees or colder.**

## Winter Clothing Policy

All students are strongly encouraged to come to school dressed appropriately for the weather, particularly during the winter months. This would include a hat, mittens or gloves, a winter coat, snow pants and boots. Jackets are required when the temperature is below 40 degrees. All students are also strongly encouraged to wear boots and/or snow pants when the temperature is below freezing during recess for warmth. Boots and snow pants are required for any student wishing to leave the blacktop area when snow is present. The students will be going outside for recess every day, weather permitting. Teachers will make every effort to ensure that the children wear clothing brought to school for outside recess.

## Attendance & Absences

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

Beginning in the 2019-2020 school year, students are provided with 10 general absence days per school year. General absences include illness days, appointments without doctor/dentist notes, funerals, parent excused days without principal approval and all other absences. After students reach this 10-day limit, all absences will require a doctor's note 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

### **DID YOU KNOW?**

- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- By being present at school, your child learns valuable social skills and can develop meaningful relationships with other students and school staff.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when he/she is gone, and we value his/her contributions to our school. We would like you to help ensure that your student attends school regularly (and on time) to maximize their educational opportunity. If your student is going to be absent, please contact Mrs. Sierp or Miss Martell at 608-789-7970 by 9:00am. The attendance line is available 24/7. Please report your child's name, teacher, and reason for the absence. If we have not heard from a parent/guardian by 10:00am, an auto-call will go out to you reminding/alerting you to call school. If we are unable to reach you, our counselors will be notified and may complete a home visit to make sure your child is safe.

Getting to school on time is as important as attending regularly! When students arrive late to school, they miss valuable instructional time. Additionally, students report feeling less connected to their classmates and have trouble "getting up to speed" when they miss activities that occur right away in the morning. Please help your child begin their day on a positive note by arriving on time every day!



## **OUR POLICY**

The School Board of La Crosse follows state law and has established Policy 4310 as it relates to regular school attendance.

The School District of La Crosse recognizes that students need to be well prepared if they are going to be successful, productive adults. Regular school attendance is the first step towards achieving this.

All children between the ages of 6 and 18 and those enrolled in the five-year-old kindergarten program are required to attend a public or private school regularly for the period and hours school is in session.

Parents/Guardians are permitted to excuse their child(ren) from school, for any reason, for up to 10 days throughout the school year. After the ten-day limit, all new absences will be coded as “unexcused” if the student has not obtained prior approval from the principal or has provided a medical note indicating that a provider has seen your child for the illness.

## **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help if you or your student face challenges in getting to school regularly or on time. For example, families can contact our school counselor and social worker, or Mrs. Johnson, our school nurse, with needs and we will help you as much as we can. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to work collaboratively to identify barriers and provide support to overcome challenges you may face in helping your student attend school.

## **Leaving School During the School Day**

Students leaving during regular school hours must be picked up in the office and a parent/guardian/emergency contact will need to sign them out. We will only release your child to those people you have designated as “Emergency Contacts”. Leaving prior to 1:00PM is considered a half day absence. Parents should communicate with their child’s teacher about early pick-ups, when possible.

Whenever possible, please schedule doctor and dental appointments after school hours. If that is not possible, please communicate appointments with your child’s teacher.

For planned absences (vacations, special events, etc.) please fill out the **Excused Absence Request** form we have located in the office and return it to school at least 3 days before the absence. Forms are also available in the office. State law 118.15(3)(c) states that a child may not be excused for more than **10** days in a school year. Please keep this in consideration when planning absences for your child, including medical appointments.

## Recess & Lunch Times

	Lunch	Recess
<b>KINDERGARTEN</b>	11:30 – 12:00	11:00 – 11:30
<b>FIRST</b>	11:30 – 12:00	11:00 – 11:30
<b>SECOND</b>	12:00 – 12:30	12:30 – 1:00
<b>THIRD</b>	12:00 – 12:30	12:30 – 1:00
<b>FOURTH</b>	12:00 – 12:30	12:30 – 1:00
<b>FIFTH</b>	11:30 – 12:00	11:00 – 11:30
<b>All Montessori</b>	11:00 – 11:30	11:30 – 12:00

Parents are welcome to join their child for lunch. If you will be purchasing a school lunch, please have the exact amount of cash (\$4.25) for the purchase (no change is available in the cafeteria or the office).

## Student Dismissal

Students are dismissed at 2:55 PM. Children must be on their way home after the 2:55 PM bell. Only those students participating in the YMCA Surround Care program, Boys & Girls Club (K-2 only), or scheduled, supervised school activities will be allowed to remain in the building.

<u>Grade</u>	<u>Exit</u>	<u>Pick Up Spot</u>
K	Main doors on Kane St.	Front of building on Kane
1 <sup>st</sup>	NE corner door	Front of building on Kane
2 <sup>nd</sup>	Main doors on Kane St.	Front of building on Kane
3 <sup>rd</sup> (walkers & pick up)	NE corner door	Front of building on Kane
3 <sup>rd</sup> (shuttling to BGC)	NE doors	
4 <sup>th</sup> and 5 <sup>th</sup> (walkers & pick up)	West cafeteria doors	Front of building on Kane
4 <sup>th</sup> and 5 <sup>th</sup> (shuttling to BGC)	NE doors	
Preschool	Parking lot doors	
Children's House	Charles St doors	Front of building on Charles
E1 (walkers and pick up)	Charles St doors	Front of building on Charles
E1 (bus riders)	Parking lot doors	
E2 (walkers and pick up)	NE Corner Door	Front of building on Charles
E2 (bus riders)	NE Corner Door	

## **Emergency Information**

If you are not available, it is critical that we are able to contact someone locally who you consider responsible and would be available to pick up your child for an illness or injury, or if school closes early for an unplanned event. **If your contact information should change during the school year, you can either go on-line into Family Access and make changes or call the school office.** This is our link to you in case of a medical emergency or unplanned early closing/dismissal.

## **Medication**

If your child will be taking **non-prescription medication** during the school day, a medication form must be completed and signed by the parent. All non-prescription medications must be in the original manufacturer's container.

If your child will be taking **prescription medication** during the school day, a medication form must be completed and signed by the child's physician and the parent. Written instructions from the physician are also required. All prescription medications must be in the original manufacturer's container properly marked with the student's name and dosage instructions. Medication forms are available from the school Health Assistant, at local clinics, and on the school district's [website](#).

## **Health Screening**

Physical Examinations – Kindergarten students need to have a physical examination prior to entering school. It is also recommended that students entering 4th grade have a complete physical.

Dental Examinations – Kindergarten students are encouraged to have a dental exam prior to entering school. The La Crosse County Seal-A-Smile program is brought to Northside Elementary/Coulee Montessori every year and screens children in 2<sup>nd</sup> grade. Sealants are offered to children in 2<sup>nd</sup> and 3<sup>rd</sup> grade.

Vision Examinations – The La Crosse County Health Department provides a vision screening program for preschool, kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades. This screening is done at school in the fall with the assistance the La Crosse Lions Club.

Hearing Screening – Students are screened as needed by the speech/language teacher or at the request of the parent or teacher.

## Illness/Injury

Please use the following guidelines to help determine if your child needs to stay home. Our goal is to protect your child's health and to prevent the spread of illness to others. Your child should stay home if he/she:

- ✓ has a **fever** of 100 degrees or more
- ✓ has **vomited** within the last 24 hours (may return to school 24 hours after the last episode)
- ✓ has had **diarrhea** within the last 24 hours (may return to school 24 hours after the last episode)
- ✓ has a **rash with a fever** of 100 degrees or more
- ✓ has a **rash that is open and draining**, without a fever
- ✓ has **strep throat** (*may return to school 24 hours after beginning prescription medication*)
- ✓ has **pink eye** (*may return to school 24 hours after beginning prescription medication*)

## Lost & Found

Please label your child's outdoor clothing, lunch box, backpack, etc. with their name. Found items are put in a bin outside the office. Parents are encouraged to check the bin for missing items when they visit. Unclaimed items that we can use for students in need will be washed and re-used. All other unclaimed items will be donated to the Trinity Clothes Closet after the October and March conferences, periodically throughout the school year, as well as at the end of the school year. If you are looking for non-clothing items, please check with the office.

## Student Use of Electronic Communication Devices – K thru 5

This policy only addresses personally owned electronic devices and not district-provided devices.

Student use of personal electronic devices may be allowed during the school day in school buildings based on district and building student handbooks. The administration recognizes the value of students using these devices for educational purposes, maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes. Such possession or use of these devices may not, in any way:

- Disrupt the educational process in the school district.
- Endanger the health or safety of the student or anyone else.
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

Exceptions to this policy will be dictated by any individual education plan (IEP) requirements.

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy to determine whether the use of these devices by the student in question violates the standards that are stated in this policy. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, as are determined to be by the

administration. This policy and its implementing rules shall be published annually in student handbooks. Students are responsible for all lost or damaged personal devices.

## **Digital Learning with iPads**

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

Students are issued a district iPad as an integral part of their education. This means that the student has a responsibility to use the iPad 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 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 are monitored with keystroke capture. Each key pressed on a school computer 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 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 on-line so that malware and viruses are not brought into the district network.
- ✓ Students should not 'sync' the iPad to any personal phones, iPods, other laptops, etc.
- ✓ Students should use on-line '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 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 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 must be used with a case at all times.
- ✓ Students who take the iPad home are to leave the charging cords at home and charge the iPad 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 on-line services. Teachers requesting students to use on-line services will ensure that the on-line 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 on-line service.

### **Hand-out of iPad:**

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

### **Hand-in of iPad:**

Schools will collect the iPad based on a schedule either within the school day, at the end of the school year or when the student withdraws from the district. Any iPad that is not returned during that time will be considered stolen public property and treated as such.



### **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 1<sup>st</sup> to pay the voluntary insurance or to visit with the building principal. For 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 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 2023-2024 school year. Screen repair is also listed. Other specific repair costs are listed on the voluntary insurance form.

Item	Cost
iPad Voluntary Insurance (Yearly, August to August, non-refundable)	\$20
iPad	\$300
iPad Glass	\$110
iPad Power Brick	\$20
iPad Power Cable	\$20
iPad Issued Case	\$30

### **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 is in conflict with your designated preferences – as documented on the annual Release of Student Directory Data Information – please notify the school principal to discuss the circumstances.

### **Student Assistance**

The School District of La Crosse recognizes that families experience a personal, emotional, and medical problems which can have an adverse effect on their children's behavior, conduct, or academic performance in school. The school becomes concerned when any of these problems interfere with a student's educational program.

Intervention is available through our Pupil Services Team. This may be on an individual basis, small support groups, assessment, or referral. For more specific information please contact your child's teacher, guidance counselors, or the principal.

### **Six Day Cycle**

The La Crosse School District operates on a six-day cycle. Therefore, students will not always have specialists (art, music, gym) on the same day each week. The day of the six-day cycle is noted on the family calendar that families receive at the beginning of the school year.

### **Northside/Coulee Montessori Websites, Facebook Page & Remind App**

Check out our district websites at [lacrosseschools.org/northside](http://lacrosseschools.org/northside) and [lacrosseschools.org/coulee-montessori](http://lacrosseschools.org/coulee-montessori) where you will find updated information regarding our schools. You can also sign up for the **Remind App** for current school updates and check out more information on our Facebook page: **Northside Elementary/Coulee Montessori**. We are working hard to keep you connected!

## Physical Education

Your child will participate in regular physical education class. To be excused for health reasons, the parent must submit a written excuse addressed to the child's teacher and physical education teacher. If a child needs to be excused from physical education class for more than one day, a note from your child's doctor is required. **All children must wear gym shoes for physical education classes.** Shoes with a white or light-colored sole are preferred as they do not leave black marks on the floor. Shoes must have ties (one lace only) or Velcro closures. Please purchase gym shoes that are appropriate for activities, not designer styles with thick soles and high heels. Absolutely no "wheelie" shoes.

## Breakfast/Lunch Program

Applications for free/reduced meals will be mailed to all families in July/August. If you did not receive an application, copies are available in the school office or can be downloaded at the district's [website](#). Families whose income levels change during the school year are encouraged to complete an application.

**Northside Elementary and Coulee Montessori:** For the 2023-2024 school year all students who attend Northside Elementary and Coulee Montessori will receive a free breakfast and lunch as part of the Community Eligibility Provision (CEP) program. The only charge to a child's lunch account would be \$.50 if the child has a cold lunch and takes a milk.

- **Payment Options:** You can pay by cash, a check made payable to Northside Elementary/Coulee Montessori, or you can use "Family Access" and pay by e-check or credit card online at [www.lacrosseschools.org](http://www.lacrosseschools.org). There are no fees associated with on-line payment. If you want to use Family Access and do not know your login or password, please contact the school office. The money deposited into the account may be used for breakfast and lunch. If you are paying by check for more than one student attending Northside Elementary/Coulee Montessori, please indicate whom the check is for and how much is to be credited to each child's account on the memo line. Include the student's food service Personal Identification Number on the check (if known). Also, be sure to note the child's last name if it is different from the person writing the check.
- Our lunch system works like a checking account. Email messages, phone calls and notes home are used to alert parents of a low balance. Please call (608) 789-6706 if you have questions regarding your child's account between the hours of 7:00 AM and 2:00 PM to speak with a food service representative.

**ALL** students at Northside/CM are issued a Personal Identification Number for their account. This number needs to be memorized and used only by your child. If a student transfers to another elementary school in the district their PIN will stay the same. The account balance always follows the student within the district.

Breakfast will be served from 8:00 – 8:15 AM each morning. Families are welcome to come and eat lunch with their child. **However, please refrain from bringing fast food or soda into the cafeteria.** Please plan to either purchase school lunch or bring a lunch from home. If you will be purchasing a



school adult lunch it costs \$4.25. Please bring exact change - we do not keep cash on hand to make change. Parents can only charge their meal to their child's account if the child is not on free/reduced lunch.

## **Classroom Snacks**

Due to food preparation, food allergies, and health & safety concerns, we request that only pre-packaged foods be sent to school with children each day for snack time/birthday treats, etc. Check with the classroom teacher for any other information.

## **Party Invitations, Balloons & 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 in the Classroom**

To provide for the safety and welfare of all children in our schools, family pets are not allowed in the school or on the playground (before, during or after school). The schools are not able to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children. Only classroom pets and service/therapy/program animals pre-approved by our building principal will be allowed in Northside Elementary/Coulee Montessori classrooms.

## **Volunteering**

Anybody volunteering in the classroom or chaperoning a field trip is required to complete an on-line Volunteer Service Application.

<https://bib.com/SecureVolunteer/School-District-of-La-Crosse>

Please plan in advance and fill out a Volunteer Service Application at the beginning of the year to ensure that you are approved when your child has a field trip you want to attend.

***Processing an application can take up to 14 days. Applicants will receive an e-mail verification upon approval.***