

**NORTH WOODS INTERNATIONAL ELEMENTARY SCHOOL**

2018-19

**FAMILY AND SCHOOL INFORMATION HANDBOOK**



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# **NORTH WOODS INTERNATIONAL ELEMENTARY SCHOOL STUDENT HANDBOOK**

**SEPTEMBER 2018**

Post date: 9/28/2018

North Woods International Elementary School  
N2541 Sablewood Rd  
La Crosse, WI 54601  
608-789-7000  
Sandra Brauer, Principal  
sbrauer@lacrossesd.org

Welcome to the 2018-19 school year at North Woods International School. This handbook contains school policies and procedures that will help you in understanding the daily operation of the school. Keep this handbook to find the answers to questions that may arise during the school year.

As always, North Woods International welcomes parents. We encourage you to get involved in your child's education. The most effective learning for children takes place when schools and parents are active partners in education. Parents can get involved in school by visiting the classroom (please call in advance), volunteering time in the classroom, library, joining TEAM (parent organization) and by attending Parent/Teacher Conferences.

North Woods International is a Candidate School for the Primary Year Program and are pursuing authorization as an IB World School. All IB schools share a common philosophy - a commitment to high quality, challenging international education that North Woods International believes is important for our students. We are very excited to take this next step in international education and provide this opportunity at our school.

## **North Woods Vision**

International-Mindedness through Inquiry

## **North Woods Mission**

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

## **IB Learner Profile**

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

## **CONTACT INFORMATION**

Address: N2541 Sablewood Rd La Crosse, WI 54601

Phone Number: 608-789-7000

Fax: 608-789-7010

Attendance Line: 608-789-6401

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

### Office Staff:

Sandy Brauer, Principal: [sbrauer@lacrossesd.org](mailto:sbrauer@lacrossesd.org)

Kelsie Bolstad, Administrative Assistant: [kbolstad@lacrossesd.org](mailto:kbolstad@lacrossesd.org)

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

Cheryl Moore, Health Assistant: [cmoore@lacrossesd.org](mailto:cmoore@lacrossesd.org)

## **ATTENDANCE**

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

Parents need to call the school on the day of an absence by 9:00 am. If a call is not received by 9:00 AM, the school will try to contact the parent via the Skylert System to find out the nature of the absence and to ensure the welfare of the child(ren). If contact by phone is not received, a note explaining the nature of the absence MUST be sent to school with the child when they return. The absence may then be excused if it meets the district criteria for excused absences. If a call or note is not received the absence will be unexcused. Students counted as unexcused for five days in a semester will be declared habitual truant. Students arriving late to school must check into the school office upon arrival.

Family trips/vacations, etc. for 3 or more school days, must be arranged in advance using a Pre-Arranged Absence Request form. This form will be completed by the parent, teacher, and principal. The completion of this form does not guarantee approval for the absence. Current year attendance records, academics and reason for the absence will all be reviewed prior to approval. A copy of the form will be sent home to the parent with information regarding the absence (approved or denied) If the absence is denied based upon academics, current year attendance, and/or principal discretion, the parent will receive notification from the principal. This form can be found in the office, or on the school website.

### **ATTENDANCE VS TARDY**

Students arriving prior to 10:35 am will be considered tardy for the morning. Students arriving after 10:35 am will be considered absent. In the afternoon, students leaving school prior to 1:15 pm will be considered absent for the afternoon. The school principal will make the determination as to absences and tardiness being considered excused or unexcused on a case by case basis.

### **EMERGENCY INFORMATION ON THE ONLINE ENROLLMENT FORM**

On each child's annual online enrollment information update, parents need to provide the school with the name and phone number of at least two people who could be contacted to pick up their child if parent/guardian is not available, in case of illness or injury. Any changes in contact information, especially home, work and cell phone numbers, and place of employment, should be given to the school office to make sure that your child's records are up to date at all times. *\*\*If your address changes, you will need to contact the school office, fill out an Address Verification form, and provide proof of your new address. The form is available in the office.*

### **HEALTH CONDITIONS**

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

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

**\*\*\*See related information later in this handbook regarding more health and safety information. Parents may also view all district health related information on the school district webpage: [www.lacrosseschools.org](http://www.lacrosseschools.org). Click on Administration, Student Health Services for more information.**

### **STUDENT RELEASE**

If your child must be released from school during the day for a doctor's/dentist appointment, etc. a note should be sent to your child's teacher to forward to the office. Whenever possible, the parent should pick up the child. If you must send someone in your place, please include this information in your note. We ask that you make every attempt to schedule these types of appointments for outside the school day so that your child's education is not interrupted. Students will be signed out and released from the office directly to parents or their designee. Students may not be released without this personal contact in the office to ensure the safety of each child at school.

**EARLY PICK UP & EMERGENCY RELEASE**

When it is necessary to send a child home during the day, the school contacts the parent/guardian first. If the parent/guardian cannot come for the child, he/she needs to send a friend or a relative for the child. Ill children cannot remain in school. If the parents cannot be contacted, the school will phone the emergency number listed for the child, and the child will be sent home with the emergency contact person. In the case of an emergency release declared by the school district (i.e. weather), staff will use the Early Release & Emergency Release form filled out at the beginning of the year. If you need to make changes to this form, contact your student's teacher and/or the main office.

**BUILDING SECURITY**

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

**THE SCHOOL DAY**

8:10 am	Breakfast Begins
8:10 am	Playground Opens
8:25 am	First Bell Rings (Students Come Inside)
8:35 am	School Day Begins
11:00 am	AM Preschool Ends
11:05 am-12: 55 pm	Recess/Lunch (staggered by grade level-See below)
12:35 pm	PM Preschool Begins
3:15 pm	Dismissal

**LUNCH TIMES**

<b>GRADE LEVEL</b>	<b>LUNCH TIME</b>
Kindergarten	11:30 - 12:00
First Grade	12:05-12:30
Second Grade	11:35-12:00
Third Grade	12:05-12:30
Fourth/Fifth Grade	12:35-12:55

## MEALS

### BREAKFAST

Breakfast is available to all students beginning at 8:10 am each school day. Students enter breakfast through different hallways. Prek-1 enter through the front doors, all other students enter through the door closest to the cafeteria to avoid congestion. Breakfast meals are on the same system as the lunch program.

### LUNCH

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

2018-19 PRICES		
<b>Breakfast</b>	Full Price	\$1.60
	Reduced Price	\$0.30
<b>Lunch</b>	Full Price	\$2.80
	Reduced Price	\$0.40

### COLD LUNCH MILK

Milk is available for students bringing a cold lunch and is sold daily at a cost of 50 cents. **Students who get Free/Reduced meals will also have to pay \$.50 for milk if bringing a lunch from home.** *Free/Reduced meals must be taken with all components.*

### MEAL ACCOUNT PAYMENTS

Free and reduced-price application forms are available in the school office upon request. All families who complete the online enrollment information update have the option to complete the form online. An application **MUST** be completed each school year to qualify for the free or reduced prices.

Payments can be made online through the Family Access system <https://skyward.lacrosseschools.org/scripts/wsisa.dll/WService=wsEApplus/skyporlogin.w>, or they can be sent directly to school with your child. Checks should be made payable to **North Woods Elementary** and be placed in an envelope marked with your child's name, teacher's name and room number, and "Lunch Money" written on the envelope. Payments should be made in advance of eating at school. The nutrition program is on a prepay system. Reminders will be sent home should account balances fall below a zero balance.

Parents wanting to join their child for lunch at school are asked to contact the school office by 9:00am to make a lunch choice so that a lunch can be made available for the parent or visitor. The cost for an adult lunch is \$3.85.



## **HEALTH INFORMATION**

For detailed information about the district's health program, please go to the District website, [www.lacrosseschools.org](http://www.lacrosseschools.org), click on-Administration, then-Student Health Services. Information included on the website includes health forms, including medication, immunization, physical, dental, and vision forms, student health guidelines, and information regarding health and dental services for children.

We have included general student health guidelines here.

## **STUDENT HEALTH GUIDELINES**

### **When should your child stay home because of illness?**

**FEVER:** greater than 100 degrees.

**VOMITING:** return 24 hours after vomiting

**DIARRHEA:** return 24 hours after diarrhea

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

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

**NUISANCE DISEASES:** head lice, scabies, ringworm - must be treated before returning to school

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

Please notify your child's school if your child is absent due to illness or injury.

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

## **ILLNESS OR INJURY AT SCHOOL**

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

## NORTH WOODS RULES AND PROCEDURES

Be Respectful (Caring), Be Responsible (Principled), Be Safe (Balanced) - This is the guiding theme for all student and adult actions at North Woods International Elementary School. Following these three guidelines will promote a positive learning environment at North Woods and will be reinforced throughout the building using our Positive Behaviors, Interventions and Supports Program (PBIS) framework. Teachers will actively teach the proactive schoolwide expectations so that students know the expectations in all environments of the school. **Attached, on page 19, please find our school-wide Behavior Matrix which outlines the expectations in each environment.**

### INCLEMENT WEATHER POLICY

#### *HEAT INDEX & EXPOSURE*

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

#### *WIND CHILL*

1. All staff and coaches supervising **Elementary** students will discontinue physical activities in the outdoors when the temperature is 0 degrees Fahrenheit or less and when the wind chill is -5 degrees or below.
2. All staff and coaches supervising Middle and High School students will discontinue physical activities in the outdoors when the wind chill temperature is -25 degrees or less.
3. All staff and coaches supervising students should prepare a backup activity to replace a planned or scheduled activity in the event an activity is canceled.

## **SNOWBALL POLICY**

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

Exception to this is during part of a supervised game led by staff involving target practice.

## **BICYCLE Expectations**

1. All bicycles should be walked on the sidewalks on the school grounds.
2. One rider per bike.
3. Bicycles belong in the bicycle rack, locked if possible.
4. Bicycles should remain parked during the school day.

## **RECESS**

All students must go outdoors during the scheduled recess times, unless supervised by a North Woods staff member. Exceptions will be made if it is raining or when the temperature is 0 degrees F or less and when the wind chill is -5 degrees F or below.

## **BREAKFAST Expectations**

1. Regular lunchroom expectations apply.
2. Once a student leaves the lunchroom, they are done eating, student should go outside or to the LGI/Gym on inside days.
3. Students should go to the lunchroom for breakfast immediately after arriving at school.
4. Breakfast begins at 8:10 am and ends at 8:30 am.

## **INSIDE MORNING RECESS - Expectations in the Gym/LGI (Per Grade Level)**

Inside Gym Mornings: Raining or Wind Chill below -5 degrees F.

On "Morning Inside Recess" days, the staff members scheduled for morning duty will be on duty in the gym for grades 2nd-5th and the LGI for grades Prek-1st.

1. Inside recess is from 8:10 am – 8:25 am.
2. Gym equipment is off limits to students.
3. Students should report directly to the gym or LGI after removing coats, etc.
4. Students are to sit down after entering the gym or LGI. This will eliminate any chasing, pushing, tripping, etc.
5. No equipment or toys should be brought into the gym, LGI or school.
6. There should be no students in the hallways. Staff members who see students in the hallways without a reason to be there will direct them to the gym or LGI
7. At 8:25 am, after the bell rings, students will be dismissed by the supervisors.
8. Permission to leave the gym is required once the students are seated in the gym or LGI.

## **SCHOOL WIDE EXPECTATIONS FOR STUDENTS**

### **Bus Expectations**

- Be Principled
- Be Caring
- Be Knowledgeable
- Be a Communicator

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

- Remain in the Safety Square when you are waiting for parent pickup.
- Tell the Teacher In Charge when your ride arrives so they know you are leaving and can make sure it is safe to go to your car.

### **Bus Loading Expectations:**

#### Take Care of our Classroom & School-Be Responsible

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

#### Let Others Learn-Be Respectful

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

#### Be safe and Kind-Be Safe

- WALK to your bus line and/or bus.
- Stay on the left side of the yellow safety line, away from the street.
- Stay off of all equipment near and around the bus line.

### **On the Bus Expectations:**

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

**Riding the bus is a privilege not a right! The School Bus is a classroom!**

### **Bathroom Expectations (Boys)**

- Be Principled
- Be Caring
- Be Knowledgeable

**BE QUICK - BE QUIET - BE CLEAN**

#### **Take Care of our Classroom & School-Be Responsible**

- You are here to use bathroom
- Chat with friends at lunch/recess
- Should be in bathroom less than 5 minutes
- Sit on toilet
- At urinal, stand close and pay attention to what you're doing.

#### **Let Others Learn-Be Respectful**

- Use a level 0 or 1 voice
- Wait quietly in line when bathroom is busy--give space to

boys at urinals (back touching wall)

- Lock stall when in use

#### **Be Safe and Kind-Be Safe**

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

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### **Bathroom Expectations (Girls)**

- Be Principled
- Be Caring
- Be Knowledgeable

**BE QUICK - BE QUIET - BE CLEAN**

#### **Take Care of our Classroom & School-Be Responsible**

- You are here to use bathroom
- Chat with friends at lunch and recess
- Should be in bathroom less than 5 minutes
- Sit on toilet

#### **Let Others Learn-Be Respectful**

- Use a level 0 or 1 voice
- Wait quietly in line when bathroom is busy (back touching wall)

- Lock stall when in use

#### **Be Safe and Kind-Be Safe**

- Flush toilet when finished
  - (5th grade girls-feminine product goes in garbage not toilet)
- Wash your hands
  - 1-2 pumps of soap
  - Shake hands in sink when done washing
- 3 Paper Towel pumps (1 2 3, that's enough for me or 1 2 3, save a tree)
  - Paper Towel goes in the trash can
- Keep your eyes from wandering into stalls

### **Cafeteria Expectations**

Be Principled  
Be Caring  
Be Knowledgeable  
Be Communicators  
Be Balanced

### **Take Care of our Classroom & School-Be Responsible**

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

### **Let Others Learn-Be Respectful**

- Use manners--be a good friend (invite others to sit by you)

- Use a voice level 1 or 2 (0 when teacher directed)
- Wait in line for food with a level 0 or 1 so nutrition staff can talk with other students
- Eat your food

### **Be Safe and Kind-Be Safe**

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

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### **Hallway Expectations**

Be Principled  
Be Caring  
Be Knowledgeable

### **Take Care of our Classroom & School-Be Responsible**

- Follow rules even when no one is looking
- Walk on right - Students to stay on right around corners
- Lockers: clean and all items in the locker or hanging on lockers
- Keep hallways clean

### **Let Others Learn-Be Respectful**

- Voices off-level 0 or 1 (remember other students are learning)
- Use silent signals: wave to say high, peace sign, smile, eye contact, etc.
- Move items found in hall to side of hall or to lost and found
- Pick up trash and put in a garbage can

### **Be Safe and Kind-Be Safe**

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

## Playground Expectations

<b>PLAYGROUND EXPECTATIONS</b>	
<b>Expected Behaviors</b>	<b>Un-Expected Behaviors</b>
Share	Being selfish
Trade	Playing unfair
Take Turns	Playing un-safe
<b>Looks Like</b>	<b>Looks Like</b>
Nice and polite words	Mean words, un-polite behavior
Include others	Ignore and/or exclude others
Use school rules	Make up rules
Respect personal and word space	Kicking, pushing, tripping and tackling Unkind hurtful words
Treat others the way you would like to be treated	Doing what you want when you want
<b>Sounds Like</b>	<b>Sounds Like</b>
Using STOP-WALK-TALK or STEP	Not using STOP-WALK-TALK or STEP
"Please... Thank you..."	Not talking. Being rude.
"Would you please play with me?"	"You can't play!"
<b>Feels Like</b>	<b>Feels Like</b>
Happy, Excited, Elated	Sad, Angry, Mad

<b>EQUIPMENT RULES</b>	
<b>VIP/ Structures</b>	<ul style="list-style-type: none"> <li>* Use body control when playing on structures</li> <li>* Avoid running on, or playing on structures when wet.</li> </ul>
<b>Glider:</b>	<ul style="list-style-type: none"> <li>*If you can't reach the glider on your own you should not use it.</li> <li>*Lifting others up to reach the glider is not allowed.</li> <li>*One way trips, when students are waiting in line to have their turn.</li> <li>*One person on the glider at a time and keep personal space from others.</li> </ul>
<b>Wheel:</b>	<ul style="list-style-type: none"> <li>*2-3 people at one time on the wheel.</li> <li>*Hang from hands only.</li> <li>*Move away quickly when you drop off.</li> <li>* Do not stand below the wheel, accidental kicks can hurt others.</li> </ul>
<b>Slide:</b>	<ul style="list-style-type: none"> <li>* One person at a time</li> <li>* Watch your surroundings when using slide to ensure safety</li> <li>* Wait until slide is clear before you go on the slide.</li> </ul>
<b>Wood Chips:</b>	<ul style="list-style-type: none"> <li>* Leave chips on the ground.</li> </ul>

	<p>Stay in sight of playground supervisors</p> <ul style="list-style-type: none"> <li>* Boundaries- Grassy area, from burm to hill, and not beyond metal backstop of far kickball field. Areas around the side of building are out of sight, and off limits.</li> <li>* Burm – Please Keep Off</li> <li>* Hill – Climbing on the hill is o.k. <b>only</b> during sledding.</li> <li>* Kickball fields – Please be responsible when there are puddles on the bases.</li> <li>* Woods – Off Limits</li> </ul>
<b>Grass/Field:</b>	* Evergreen Trees- trees by hill are considered woods and are off limits
<b>Blacktop:</b>	<ul style="list-style-type: none"> <li>*Acceptable games – 2 square, 4 square, tetherball, basketball, funnelball.</li> <li>*No kicking balls on the blacktop, it is dangerous. A kicked ball can hit another child or could land on the roof.</li> </ul>
<b>Cold Weather:</b>	<ul style="list-style-type: none"> <li>*Dress appropriately: Students must bring a jacket outside when the temperature feels like 45 or below.</li> <li>*No sliding on ice.</li> </ul>
<b>Lining Up:</b>	<ul style="list-style-type: none"> <li>*STOP playing as soon as you hear the bell, and hustle to line up.</li> <li>*Morning: Designated lines and doors. Backpacks don't hold places just a place to set them down and Lunchtime: Line up with your class.</li> </ul>
<b>Climbing</b>	The only acceptable equipment to climb on is the monkey bar structures. There is no climbing on the glider, slide visor, swing poles or fences.

<b>GAME RULES</b>	
<b>Football:</b>	<ul style="list-style-type: none"> <li>*Two hand touch only (no tackle)</li> <li>*Four tries for the end zone then the other team gets the ball (4 and out)</li> <li>*No blocking</li> <li>*You may blitz the quarterback after someone counts to 10 apple out loud. The quarterback then can run.</li> <li>* The quarterback will switch after the ball is turned over to the other team. (a touchdown happens, there is a fumble turnover, or an interception)</li> <li>*Students pick teams. If there is a problem the teacher will decide and all have to follow team selection. MAKE TEAMS EVEN</li> </ul>
<b>4 Square:(one ball, four students)</b>	<ul style="list-style-type: none"> <li>*If the ball bounces in your square you have to push it into someone else's square</li> <li>*Underhand hits only. No carries or knockdowns. if you hit the ball overhand, you're out.</li> <li>*If the ball bounces two times in your square you are out.</li> <li>*If you catch the ball or push the ball on the line, or not in someone else's square you are out.</li> <li>*No knock downs, you can only touch the ball one time.</li> <li>*To start, the server bounces the ball and pushes it into someone else's square.</li> <li>*First shot nice shot.</li> <li>*The students waiting in line are the judges of the game.</li> </ul>



<b>Lightning: (two basketballs, one shooting spot)</b>	<p>*Students try to put the ball into the hoop before the student behind them.</p> <p>*If student makes the shot before the person behind them they are safe and can go back to the end of the line.</p> <p>*If the student does not make the shot before the person behind them they are out for one round of shooters (when who ever got you out shoots again you are back in line).</p>
<b>Kickball Rules: (ball, bases, two teams)</b>	<p>*Picking teams- all students stand randomly on the fence and number off one, two, one, two, (ones stay to kick and twos go out into the field).</p> <p>*We do not play three outs, we play everyone kicks and everyone pitches (3 pitches, then switch).</p> <p>*If someone catches the ball you are out.</p> <p>*If someone hits you with the ball while running to a base you are out.</p> <p>*If someone is standing on the base with the ball before you get there you are out.</p>
<b>Tetherball:</b>	<p>Game is won when one player has wrapped the rope as far as it can go in their direction.</p> <p>* One player serves, server chooses direction. Serve is a hit, NOT grabbing the rope.</p> <p>* Either player can strike the ball after the serve.</p> <p>* Penalties: 1) touching the rope, 2) catching the ball, 3) throwing ball, or 4) double hitting.</p> <p>* 2 penalties result in loss of game.</p> <p>* When game is over 2 new players compete.</p> <p>* Next players line up in grassy area.</p>
<b>IF STUDENTS DO NOT FOLLOW SCHOOL RULES, STAFF MAY TAKE PRIVILEGES AWAY FOR THE REMAINDER OF RECESS, OR AN IDENTIFIED NUMBER OF DAYS</b>	

### Winter Playground Student Expectations:

- AM recess, stay off snow mountain (near tree's)
- No "king of the mountain"
- No destroying snow sculptures or forts
- Tree's off limits
- No snowballs (unless school provides targets with adult supervision)
- ICE-no running, sliding or skating (report icy patches to office)
- Icy equipment, stay off if equipment is icy
- Stay off of hill, unless permission for sledding
- Sticks should not be used in play
- Winter gear is expected when in field
- Playground limits-boundaries taught at the beginning of the year

### Hats/Hoods in the Classroom

- No hats or hoods in common areas
- All equipment and apparel needs to come inside

### Shoes/Boots in the building

- Shoes are required inside/outside of the classroom
- Special plan for students without shoes (BIP or class earned incentive)

## **NATURAL CONSEQUENCES for Violation of School-Wide Expectations**

Violations of the school rules will be dealt with as is appropriate for the developmental level of the child and will follow the district procedures as set forth in the Student Code of Rights and Responsibilities. The Student Code of Rights and Responsibilities is available online, or in the office for a hard copy. This may include the following:

- Verbal warning
- Notification of parents
- Discussion with teacher/principal
- Restitution
- Loss of privileges i.e. suspended from field trip, classroom activities, etc.
- Natural consequences i.e. vacuuming a mess, cleaning up, etc.
- Logical consequence may be necessary, which includes removal from an environment and or alternative plan for a period of time from the environment
- Suspension in or out of school \*\*
- Referral to other school district programs and/or the police department

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

\*\*When a student is suspended from school, a re-entry meeting with parents is required to develop a plan prior to the student's return in most cases.

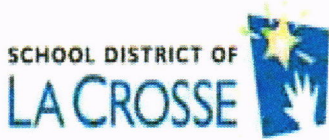
## **OFFICE DISCIPLINE REFERRALS**

If a student violates a school rule which impacts the safety or well being of themselves or others, and/or destroys property, a major office referral will be issued. Parents will be notified of all major office offenses and these referrals will be recorded in Skyward. If a student exhibits behavior that is a disruption to themselves or others, a minor office referral may be issued. These referrals will not be recorded as part of a students record in Skyward but, are used by school staff to look for patterns and when needed, provide interventions to help students learn skills to overcome these challenges.

NORTH WOODS PEACE-PLAN EXPECTATION MATRIX

<p align="center"><b>NORTH WOODS INTERNATIONAL SCHOOL</b>                      School-wide Peace Plan Expectations</p>								
	School-wide	Hallway	Bathroom	Lunchroom	Playground	Bus Line	Bus	Assemblies/ Field Trips
<p><b>Responsible:</b>                      "I am responsible for my choices."                      "I answer to my choices."  <b>Principled</b></p>	Follow rules, even if no one is looking  Use STEP	Walk on the right  Keep items in your locker	Quick go potty and get out	Clean your area  Raise your hand to leave your seat	Dress for the weather  Take care of equipment  Line up quickly	Stay in your line	Follow directions the first time	Follow directions the first time
<p><b>Respectful:</b>                      "What my choices look and sound like."  <b>Caring</b></p>	Follow directions first time  School language	Use 0 or 1 voice	Quiet 0 or 1 voice (conversation held later)  Give privacy	Use school table manners  Use a 1 or 2 voice	Play fair  Include everyone	Be kind in line	Listen to your bus driver  Level 1 or 2 voice	Sit quietly  Sit anchor  Eyes on speaker
<p><b>Safe:</b>                      "How my choices feel."  <b>Balanced</b></p>	Keep hands, feet, and objects to yourself	Keep hands and feet to selves  Face forward	Clean wash your hands, throw paper towel in trash	Walk  Hands and feet to self  Eat your own food	Use equipment the way you were taught  Kick balls in field only	Keep toys/balls/games/electronics in your backpacks  Stay in your line	Bottom on your seat, feet on the floor, face forward  Keep hands, feet, objects to yourself  Keep items in the bus	Stay with your group

## NORTH WOODS BUS EXPECTATIONS



### Common Bus Expectations



	At the bus stop	Boarding the bus	Waiting for departure	Riding the bus	Exiting the bus	Crossings	Emergencies
<i>Be Respectful</i>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> <li>-Be patient with others.</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> <li>-Follow any driver/attendant directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> <li>-Follow any driver/attendant directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> <li>-Be patient with others.</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow any driver/attendant directions.</li> </ul>
<i>Be Responsible</i>	<ul style="list-style-type: none"> <li>-Be ready and on time.</li> </ul>	<ul style="list-style-type: none"> <li>-Board the bus quietly.</li> <li>-Keep aisles clear from feet and things.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated.</li> <li>-Talk quietly (Voice Volume 2-Conversational) with the friend next to you.</li> </ul>	<ul style="list-style-type: none"> <li>-Seat to seat, back to back, feet to floor</li> <li>-Talk quietly (Voice Volume 2-Conversational) with the friend next to you.</li> </ul>	<ul style="list-style-type: none"> <li>-Exit the bus quickly and quietly.</li> <li>-Keep aisles clear from feet and things.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk.</li> <li>-Cross in front of bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be calm.</li> <li>-0 voice volume (No Voice).</li> </ul>
<i>Be Safe</i>	<ul style="list-style-type: none"> <li>-Be aware of the bus.</li> <li>-Hands and feet to self.</li> <li>-Line up two feet from curb.</li> </ul>	<ul style="list-style-type: none"> <li>-Use the handrail.</li> <li>-Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for directions from the driver or attendant.</li> <li>-Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for directions from the driver or attendant.</li> <li>-Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>-Use the handrail.</li> <li>-Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>-Watch for driver signals.</li> <li>-Hands and feet to self.</li> <li>-Watch for traffic.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for directions from the driver or attendant.</li> <li>-Hands and feet to self.</li> <li>-Report any emergencies to driver/attendants.</li> </ul>
<i>Drivers</i>	<ul style="list-style-type: none"> <li>-Be aware.</li> </ul>	<ul style="list-style-type: none"> <li>-Greet the children using positive language and tone.</li> </ul>	<ul style="list-style-type: none"> <li>-Enforce common rules.</li> <li>-Continue to greet and visit with children using positive language and tone.</li> <li>-Actively supervise children on bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Actively supervise children on bus.</li> <li>-Enforce common rules.</li> <li>-Pull over for safety.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Say goodbye to children using positive language and tone.</li> <li>-Actively supervise children on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Safety reminders.</li> <li>-Enforce common rules.</li> <li>-Actively supervise children on bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Be calm and reassuring to students.</li> <li>-Follow safety protocols.</li> </ul>
<i>Attendants</i>	<ul style="list-style-type: none"> <li>-Be aware.</li> </ul>	<ul style="list-style-type: none"> <li>-Greet the children using positive language and tone.</li> <li>-Help children to their seats.</li> </ul>	<ul style="list-style-type: none"> <li>-Enforce common rules.</li> <li>-Continue to greet and visit with children using positive language and tone.</li> <li>-Actively supervise children on bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Interact positively with students using positive language and tone.</li> <li>-Actively supervise children on bus.</li> <li>-Enforce common rules.</li> </ul>	<ul style="list-style-type: none"> <li>-Say goodbye to children using positive language and tone.</li> <li>-Help children out of their seats.</li> <li>-Actively supervise children on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Interact positively with students using positive language and tone.</li> <li>-Actively supervise children on bus.</li> <li>-Enforce common rules.</li> </ul>	<ul style="list-style-type: none"> <li>-Be aware.</li> <li>-Be calm and reassuring to students.</li> <li>-Follow safety protocols.</li> </ul>

## ADDITIONAL HELPFUL NORTH WOODS HINTS

### ARTICLES PROHIBITED AT SCHOOL

Students should not bring toys, games, radios, CD players, cards, balls, iPods, spinners, etc. to school to prevent possible loss. Laser pointers are not allowed in school by state law. Latex items (this includes balloons) are not permitted on school grounds. Weapons (knives, guns, firearms, ect.) are not allowed on school grounds. Smoking is also prohibited on school grounds.

### STUDENT PROPERTY

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

### STUDENT ACTIVITIES

Students will have the opportunity to be involved in several after-school clubs. Information regarding clubs/evening activities will be posted in the North Woods Newsletter (available on the website) or sent home in the Home-to-School folder.

### SAFETY PROCEDURES AND SCHOOL VISITS

To protect the safety of North Woods students and staff, all school doors will be locked from 8:35 am to 3:05 pm. Parents and visitors during those hours will use the door buzzer system to enter the building and must report to the school office to sign in and receive a badge to wear during their visit to North Woods to clearly identify all authorized visitors to our school. The school district does not assume responsibility for students from other schools visiting our staff or students during the school day. North Woods has a safety plan with emergency procedures in place to ensure student safety, as well as, a camera surveillance system. All North Woods staff will wear a photo ID badge clearly identifying them as staff to students and parents.

### PARKING

Parents are asked to observe the parking signs around the school and park only in designated areas. Parking during large school events is available on the street as these events are called in to the La Crosse police department (i.e. Grandparents Day, Veteran's Day, Concerts). Parents may only park in the turn around circle with a handicap permit or temporary school parking permit obtained in the office.

### DROP OFF AREA

The drop off area in front of school requires everyone to follow the posted procedures to make sure that all of the students are safe. **The pick up square is for dropping off or picking up both before and after school only, parking and leaving a vehicle is unsafe and not permitted.** Parents are requested to not walk across the traffic or drive in the blocked off area by orange cones. As students are

picked up, we ask that cars pull up to the cones to keep the line of cars moving and prevent traffic backup on County B. Prior to cones being set outside, YMCA Surround Care families may use the circle area to drop off/pick up.

### **DRESS STANDARDS**

We expect students who attend school to have outdoor recess daily, except in severe weather or when a doctor writes an excuse for medical reasons. Therefore, please be sure your child has and wears boots, snow pants, scarves, mittens, hats, etc. during cold weather. Please be sure to mark clothing with the child's name or other identifying mark.

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

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

- Clothing should cover the entire midsection of all children; shirts should meet the pants.
- Hats, bandannas, etc. should be removed prior to entering the classroom to avoid unnecessary distractions.
- Students' pants need to be worn in a fashion that all undergarments are covered.
- No vulgar, inappropriate language or reference to drugs, tobacco, violence, gangs, sex, or alcohol should appear on clothing.
- Extra short skirts, shorts, or tops that are low-cut, revealing, halter, or strapless should not be worn to school.
- Any clothing that could cause a disruption in the learning environment or that has the potential to create a safety concern is not allowed.
- Shoes with wheels are not allowed due to safety concerns.

Staff members may ask students to remove any chains, beads, rings, necklaces, etc. that interfere with learning or compromise the safety of an activity. A final decision as to the appropriateness of dress will be made by the principal.

### **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 activity fee (field trips & grade level events). Families may inquire about financial assistance by contacting the classroom teacher or the school office. All inquiries are confidential.

## **INSURANCE**

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

## **INTERNET FAMILY ACCESS AND SKYLERT**

Families with internet access can monitor student progress and lunch account balances from home computers through Family Access. Contact the school office if you need a reminder of your access login and password. Messages for parents will be sent through the Skylert system and requires an active email on file with the school office.

## **STUDENT PROGRESS**

Student progress will be reported to parents on a quarterly basis with a standards-based report card.

## **PETS/ANIMALS IN THE CLASSROOM**

Pets and animals are not allowed in the building or school grounds unless the owner has received permission from the building principal. To provide for the safety and welfare of all children in our schools, family pets are not allowed in school or on the school grounds. The schools are not able to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children.

## **SCHOOL CLOSINGS: Early Release & Emergency Release (Unexpected Closure)**

Families are provided an Early Release after school plan form & an unexpected emergency release form in the summer mailing to return to school in case of an emergency school closing due to weather, etc., during the school day. All family members should be aware of plans in the event school closes early. School day emergency closings will be announced on the radio and television as soon as possible. Surround Care is not available when school closes early. School closings and late starts for weather prior to the start of the school day will be announced by the local media outlets by 6 AM whenever possible and sent out through the Skylert system. If changes must be made to your child's form, please contact the teacher and/or main office in advance.

## **VOLUNTEER FORMS AND FIELD TRIPS**

Any adult volunteering at school or chaperoning a field trip must submit the online volunteer application at least ten days prior to volunteering or the field trip. Once the background check is approved, you will be notified by email. If you have any questions, contact the main office.

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

During the school year, we will conduct three types of student/staff drills to ensure the safety of the North Woods community.

1. Fire Drills – Held monthly to evacuate the building.
2. Tornado Drill – Held once each April to move students to the safest school location.
3. Safety Drills - Held once each semester to move students to a safe area in their classroom in the event of an unwanted building visitor or potentially dangerous situation.

### *LARGE GROUP EVACUATION*

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

## **8:10 ARRIVAL TIME**

Students may begin arriving at school at 8:10 am for the 8:25 am opening of the school building. Prior to that, there is no supervision on the playground and students should not arrive before 8:10 am. The school cannot be responsible for the students outside in the entry area before 8:10 am. Students who eat breakfast may report to the lunchroom at 8:10 am.

## **NO SMOKING**

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

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices may not be used 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 with classroom teacher or designated staff.

*If personal devices e.g. cell phones are being used without permission:*

First Offense	Student receives a warning and is asked to put the cell phone in their backpack
Second Offense	Cell phone is taken to the office and can be retrieved at the end of the day.
Third Offense	Cell phone is taken to office and must be retrieved by parent from the office.



## **AFTER SCHOOL ACTIVITIES**

Students participating in after school activities are expected to stay with the supervisor of that program. The office staff will not assume responsibility for supervising students waiting for an activity to begin or waiting for rides after an activity has ended. Parents are asked to be on time to pick up students after the activity has ended. For activities beginning later than after school hours (3:15 pm) the office will not assume responsibility for supervising students. Parents are asked to discuss a plan with their student for the wait.

## **SCHOOL TRANSFERS AND ADDRESS CHANGES**

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

- o If your child is moving from the school district to another school district, contact the school office so that arrangements can be made to forward your child's records to the new school district. Records can not be sent until we receive a request for records from the new school.
- o If your child will be transferring within the school district, please contact the school office. An Address Verification form will need to be completed and the parent will need to submit proof of the new address, such as a utility, cable or phone bill or a signed lease with the parent name, new address, and a current date.
- o If you move within the district into another school's boundary area and would like to have your child continue attending North Woods please contact the school office. You will need to complete an Address Verification Form as well as the online choice application to be approved by the Principal.
- o The forms may be completed at the North Woods office or at the Welcome Center in the Hogan Administrative Center, 807 East Ave S.

*Preschool Students entering North Woods International for Kindergarten:*

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

## **TELEPHONE CALLS**

Telephone calls to school with a message for your child for after school plans, etc. should be kept to a minimum. If calling with a message near the end of the day, please try to call before 2:30 pm. The office gets very busy during the last hour of the school day and we want to ensure that the message gets to your child in time.

We allow children to call home if they forget books, instruments and other essential items, in cases of emergency, or in the event of a cancelation of a scheduled activity. Children may not use the telephone to obtain permission to go over to a friend's house to play. We encourage after school plans to be arranged in advance between the parent and the child.

### **NORTH WOODS HOMEWORK POLICY**

Homework at North Woods International will be designed as extended practice to be completed after the initial learning is determined to be secured. Homework and take home papers will be sent home in a Home-to-School folder given to each student. Homework will be practice, not an assessment of skill acquisition. We believe that homework can both build responsibility and a connection between home and school, and that its purpose is to reinforce information taught during the school day. Homework will influence report card grade marks, but not indicators of proficiency which will be reserved for in class work, quizzes, and other assessments. In some cases, a choice of homework activities will be provided.

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

Examples of homework include but are not limited to:

- Math reinforcement sheets
- Studying for quizzes and tests
- Unfinished class work that was started in class
- Home projects
- Vocabulary practice
- Home activities that reinforce taught concepts
- Handwriting practice
- Extra practice activities for a specific skill

Parents can assist their child and the school by:

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

## **BUS DISCIPLINE**

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

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

1 <sup>st</sup> Offense	Conference student/principal, parent notification
2 <sup>nd</sup> Offense	Conferences student/principal, parent notification of final warning
3 <sup>rd</sup> Offense	Removal from bus 1-3 days
4 <sup>th</sup> Offense	Removal from bus 3-5 days

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

## **WALKING AND BIKING TO SCHOOL**

North Woods International allows students to bike and walk to school. Walking will also be encouraged before school, during the noon hour, and on inclement weather days to promote physical fitness and an active lifestyle. The pick up and drop off square is set up to allow students to access the school in safe manner by entering the school grounds on foot or bike using the curved sidewalk in front of school. Bike racks are available for students to store their bikes at during the school day. Bikes should be walked by students once they reach the school property to keep walking students safe. **It is recommended that students lock their bikes, the office does not have locks for student use.**

## **SNACKS**

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

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

### **WALKING FIELD TRIPS**

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

### **ACTIVITY FEES**

Each school year, Kindergarten-5th grade have an activity fee assigned to students. This fee covers field trips, classroom events, and other opportunities throughout the year. Each year, this fee will be assessed to determine the cost for the following school year. We are very thankful for our TEAM organization (see below) for their support in keeping these costs low for our students! Activity fees can be paid by cash or check (payable to North Woods) and turned in at Open House, first week of school, or by making arrangements with the office.

### **VOLUNTARY IPAD INSURANCE**

Fourth and Fifth grade students have an opportunity to pay for voluntary iPad Insurance. iPad Insurance payment is due by October 1st for the school year. For questions regarding iPad Insurance, please contact the school office.

### **MONTHLY NEWSLETTER**

North Woods International prepares a newsletter each month to include important upcoming information & events as well as showcasing past events and achievements at our school. These newsletters will be made available online at the end of each month by visiting the North Woods Website and selecting "Newsletters." At the end of each newsletter an Excused Absence Form and Food Service menu will be attached.

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

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

### **CORE VALUES**

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

Honesty  
Respect  
Responsibility  
Compassion

Self-Discipline  
Perseverance  
Giving

### **DISTRICT AND SCHOOL WEBSITE**

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



# Future Absence Form

## Instructions:

- This form is for parents to submit future absences for their student. Office staff will enter in these dates to save time and the hassle of remembering to call in. If your student's absence dates should change, please contact the school office at 608-789-7000.
  - Please note, this form is not required but is an additional way to communicate with teachers & staff regarding your students absences.
  - This form can include early pick up or late drop off days, future appointments, funerals, family vacation/trips (under 3 days), etc.
- This form is not for family vacations/trips (lasting 3 or more days). If you will be taking a vacation/trip, please fill out an "Elementary Pre-Arranged Absence Request" form located online or in the school office.

## Parent Portion:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Absence Reason:

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*If your child is gone for a dental/doctor appointment, please send the doctor's slip to the school office for the appointment to not be counted towards the 10 allotted general absence days. Doctor excused absences are not included in this total. Until a doctor's note is received, these absences will be counted towards the 10 day absence total.*

## Office Portion:

\_\_\_ Entered on Skyward. Code: \_\_\_\_\_

\_\_\_ Email sent to teacher

\_\_\_ Filed for 2018-2019 school year

# Elementary Pre-Arranged Absence Request

## Instructions:

- Submit Pre-Arranged Absence Request form to the North Woods Office at least five school days prior to the the first date of the absence.
- This form should be used for family events/vacations (lasting 3 or more days). This form should not be used for upcoming doctors/dental appointments, funerals and/or other absences. Please use a Future Absence form for these absences.

## Parent Portion:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Total Days Out: \_\_\_\_\_ Date Leaving: \_\_\_\_\_ Return Date: \_\_\_\_\_

Absence Reason:

\_\_\_\_\_

Educational Aspects of trip:

\_\_\_\_\_

## Teacher Portion:

Date Received by teacher: \_\_\_\_\_

Student will be missing (tests, assessments, events, etc.):

\_\_\_\_\_

\_\_\_\_\_

The student is (Teacher Initials)

\_\_\_\_ At level/up to date on academics

\_\_\_\_ Is behind and should not miss lessons at this time

Teacher comment:

\_\_\_\_\_

\_\_\_\_\_

## Office Portion:

Current Attendance print out attached (Office Initial): \_\_\_\_\_

Unexcused Absences: \_\_\_\_\_ General Absences \_\_\_\_\_ Doctor Approved: \_\_\_\_\_

Tardies: \_\_\_\_\_ Pre-Arranged Absences: \_\_\_\_\_

Based upon review, the following decision has been made regarding this absence:

\_\_\_\_ Approved, this absence will not count against the 10 general absence days allotted.

\_\_\_\_ Denied based upon academics, current year attendance, and principal discretion. If

student should be gone on these dates, it will be unexcused. Parent Contact Date: \_\_\_\_\_

\_\_\_\_ Approved with the following modifications:

\_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_