

NORTH WOODS INTERNATIONAL ELEMENTARY SCHOOL

2020-2021

FAMILY AND SCHOOL INFORMATION HANDBOOK



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LINKS:

- [La Crosse School District](#)
- [Code of Rights and Responsibilities](#)
- [International Baccalaureate Program \(IB\)](#)
- [North Wood International IB](#)
- [North Woods International Website](#)

NORTH WOODS INTERNATIONAL ELEMENTARY SCHOOL STUDENT HANDBOOK

Welcome to the 2020-21 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.

This year may look very different due to precautions needed to slow the spread of COVID-19. Here at North Woods, we will do our best to provide timely information for students while they are online and in the event that students return to face-to-face learning. Up-to-date information will be posted on the North Woods website front page under the link called "Return to School Resources."

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.

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	Self-Discipline
Respect	Perseverance
Responsibility	Giving
Compassion	

CONTACT INFORMATION

Address: 2541 Sablewood Rd La Crosse, WI 54601

Phone Number: 608-789-7000

Fax: 608-789-7010

Attendance Line: 608-789-6401

Email: northwoods@lacrossesd.org

Office Staff:

Keri Holter, Principal: kholter@lacrossesd.org

Kelsie Bolstad, Administrative Assistant: kbolstad@lacrossesd.org

Geri Patschull, Administrative Assistant: gpatschul@lacrossesd.org

Jenifer Towner, Health Assistant: jtowner@lacrossesd.org

Jenna Euler, School Nurse: jeuler@lacrossesd.org

ATTENDANCE

Families can make a big difference so let's team together and help our children be successful learners! Our goal is to ensure that every student attends school regularly. School attendance is vital to your child's education. Attending school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

Research shows (Source: Attendance Works): Missing 10 percent of the school year, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and is known as chronic absence.

If children are not in school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. Data has shown that children whom are chronically absent in kindergarten and first grade were far less likely to read proficiently at the end of third grade.

La Crosse School District Elementary Attendance Policy: For the 2020-21 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. An automated phone call from our Skylert system will go out to guardians approximately 9:30 a.m. to find out the nature of the absence and to ensure the welfare of the child(ren).

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.

Helpful hints:

- Call to report your student's absence by 9 a.m. with your child's name, grade, teacher and reason for absence (608-789-6401).
- Fill out the Pre-Arranged Absence Form for any parent arranged absences for more than 3 days. This form can be found in the office, or on the school website. This form is then approved by the principal. This form is used for family vacations/trips or other family needs. With this approved form, these days count as an exemption to the 10-absence rule. 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.
- If your student is sick for more than two days, it might be best to contact a clinic to discuss if your child should make an appointment.
- Schedule appointments before school (arrive by 10:25AM) or late in the day (after 1:15PM). These absences are exempt from a student's attendance record. Please let the office know of appointments in advance.
- If picking up your child during lunch, please give advance notice to your student's teacher and office staff.

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. If possible, students leaving or arriving late should arrive before 10:35am or leave after 1:15pm. 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

*****Parents may also view all district health related information on the school district webpage: 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 an 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 the 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.

Court Physical Custody Orders Documentation

All parents/guardians listed in Skyward Family Access as the primary contact for a student, have the legal right to pick up during school hours. If there are any Physical Custody Orders for a student, that would change the conditions affecting pick

up/drop off during the school day, it is the responsibility of either parent/guardian to provide the legal documentation. This documentation is then placed in the student's file. For any questions regarding Physical Custody Orders, we ask that you contact our school social worker, Tim Hanson at thanson@lacrossesd.org.

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. 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.

RAPTOR SYSTEM:

For the 2020-2021 school year, the La Crosse School District will begin implementing a new security system-Raptor. This system will be used to check visitors in and out of the school building during the school day. Any parents and/or community members will have to check in with the front office, and check out prior to leaving. Please be sure to bring a drivers license and/or ID. Visitors will receive a sticker badge to wear with the location they are attending, and the time in. Visitors must stop in the office to sign out. On large event days such as Grandparents Day, Veterans Day, Concerts, etc., visitors should check in with the office.

THE SCHOOL DAY SCHEDULE

8:10 am	Breakfast Begins (Supervision starts)
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

GRADE LEVEL	LUNCH TIME
Kindergarten	12:30-1:00
First Grade	11:30-12:00
Second Grade	12:30-1:00
Third Grade	11:30-12:00
Fourth/Fifth Grade	12:05-12:30

MEALS

Due to COVID, for the 2020-21 school year, breakfast and lunch will be free for all students. Breakfasts and lunches will be available in a variety of locations and also available for delivery in select circumstances. If students return face to face, breakfasts and lunches will be served in the classroom until community conditions are deemed safe enough to resume lunch in the lunchroom. Students are able to bring a lunch from home. Please contact your child's teacher for any allergies in the classroom.

HEALTH INFORMATION

For detailed information about the district's health program, please go to the District website, www.lacrosseschools.org, hover over Programs & Services, then click on School Health. Information included on the website includes health forms, including medication, immunization, physical, dental, and vision forms, student health guidelines, and information regarding health and dental services for children.

We have included general student health guidelines here.

STUDENT HEALTH GUIDELINES**When should your child stay home because of illness?**

FEVER: greater than 100 degrees.

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.

[Parent's Health Guide](#)

[COVID Health Information](#)

**Due to COVID, the following attendance guidelines will also be in place. Please click the links below for information regarding attendance at school.

[When to Stay Home & When to Return
COVID-19 Attendance Guidelines](#)

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.

Students should keep an extra change of clothes in their locker in case of accidents and/or muddy days. Students who need to borrow clothes from the health office should wash and return to school as soon as possible. If your family has any clothes they wish to donate, please contact the health room 608-789-6404.

NORTH WOODS RULES AND PROCEDURES

Code of Rights and Responsibilities for Students, Parents/Guardians and Staff:

The Code of Rights and Responsibilities can be found on the La Crosse School District webpage ([click here](#)). This code applies to all students enrolled in the School District of La Crosse.

Be Caring (Respectful), Be Principled (Responsible), Be Balanced (Safe)

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. The Attribute Leadership Team is responsible for PBIS decisions throughout the school year. **Attached, on page 19, please find our school-wide Behavior Matrix which outlines the expectations in each environment. For more information regarding PBIS, please refer to page 5 of the “Code of Rights and Responsibilities” regarding Positive School Culture.**

STUDENT ENGAGEMENT & INCENTIVES

Community Days & Celebration Days

Each month, students attend a community day for morning meeting. These community days promote school-wide unity through the use of all-school activities and promoting positive student behavior. Celebration days occur twice a year, and typically are full-day celebrations. North Woods has a “Winter Fun Day” in the winter, and an “Outdoor Fun Day” in the late spring.

Student Incentives

North Woods International promotes the use of different universal incentives to promote building-wide expectations. These expectations can be found on pages 15-20 of this handbook. Students may receive two types of positive rewards. A Paw Pal is a slip that promotes positive reinforcement for behavior. Classroom teachers develop their own reward system based on peace pal slips. Principal 200 Club (P200 Club) is another reinforcement system. P200 Clubs are given out by staff daily to students going above and beyond. These students then fill a row of 10 to earn a group prize.

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.

Winter Weather Gear:

Please be sure to label your child(rens) winter clothing. Any lost and/or unlabeled winter gear will be placed in the lost and found. Parents will be notified when the lost and found will be cleared out and donated. The lost and found is typically emptied after each season (Fall, Winter, Spring & Summer).

SNOWBALL POLICY

There is to be NO snowballs or ice thrown at any time on 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.

SCHOOL WIDE EXPECTATIONS FOR STUDENTS

Bus & Pick up Expectations

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:

Be Principled (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.

Be Caring (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 Balanced (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 QUICK - BE QUIET - BE CLEAN

Be Principled (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
- At urinal, stand close and pay attention to what you're doing.

Be Caring (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 Balanced (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

Bathroom Expectations (Girls)

BE QUICK - BE QUIET - BE CLEAN

Be Principled (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

Be Caring (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 Balanced (Safe)

- Flush toilet when finished
 - (feminine products go in garbage, the 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
- Give space to those in stall & keep your eyes from wandering into stalls

Cafeteria Expectations

Be Principled (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)

Be Caring (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 Balanced (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
- Give space so friends can eat

Hallway Expectations

Be Principled (Responsible)

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

Be Caring (Respectful)

- Voices 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 Balanced (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

PLAYGROUND EXPECTATIONS	
Expected Behaviors	Un-Expected Behaviors
Share	Being selfish
Trade	Playing unfair
Take Turns	Playing un-safe
Looks Like	Looks Like
Nice and polite words	Mean words, rude 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
Sounds Like	Sounds Like
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!"
Feels Like	Feels Like
Happy, Excited, Elated	Sad, Angry, Mad
<i>Think Spot</i>	Any bench is an acceptable think spot.

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

Slide:	<ul style="list-style-type: none"> * One person at a time * Watch your surroundings when using slide to ensure safety * Wait until slide is clear before you go on the slide.
Wood Chips:	<ul style="list-style-type: none"> * Leave chips on the ground.
Grass/Field:	<p>Stay in sight of playground supervisors</p> <ul style="list-style-type: none"> * 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. * Burm – Please Keep Off * Hill – Climbing on the hill is o.k. only during sledding. * Kickball fields – Please be responsible when there are puddles on the bases. * Woods – Off Limits * Evergreen Trees- trees by hill are considered woods and are off limits
Blacktop:	<ul style="list-style-type: none"> *Acceptable games – 2 square, 4 square, tetherball, basketball, funnelball. *No kicking balls on the blacktop, it is dangerous. A kicked ball can hit another child or could land on the roof.
Cold Weather:	<ul style="list-style-type: none"> *Dress appropriately: Students must wear a jacket outside when the temperature feels like 40 or below. *No sliding on ice.
Lining Up:	<ul style="list-style-type: none"> *STOP playing as soon as you hear the bell, and hustle to line up. *Morning: Designated lines and doors. Backpacks don't hold places just a place to set them down and Lunchtime: Line up with your class.
Climbing	<p>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.</p>

GAME RULES	
Football:	<ul style="list-style-type: none"> *Two hand touch only (no tackle) *Four tries for the end zone then the other team gets the ball (4 and out) *No blocking *You may blitz the quarterback after someone counts to “10 apple” out loud. The quarterback then can run. * 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) *Students pick teams. If there is a problem the teacher will decide and all have to follow team selection. MAKE TEAMS EVEN

<p>4 Square: (one ball, four students)</p>	<p>*If the ball bounces in your square you have to push it into someone else's square. *Underhand hits only. No carries or knockdowns. if you hit the ball overhand, you're out. *If the ball bounces two times in your square you are out. *If you catch the ball or push the ball on the line, or not in someone else's square you are out. *No knock downs, you can only touch the ball one time. *To start, the server bounces the ball and pushes it into someone else's square. *First shot nice shot. *The students waiting in line are the judges of the game.</p>
<p>Lightning: (two basketballs, one shooting spot)</p>	<p>*Students try to put the ball into the hoop before the student behind them. *If student makes the shot before the person behind them they are safe and can go back to the end of the line. *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>
<p>Kickball Rules: (ball, bases, two teams)</p>	<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). *We do not play three outs, we play everyone kicks and everyone pitches (3 pitches, then switch). *If someone catches the ball you are out. *If someone hits you with the ball while running to a base you are out. *If someone is standing on the base with the ball before you get there you are out.</p>
<p>Tetherball:</p>	<p>Game is won when one player has wrapped the rope as far as it can go in their direction. * One player serves, server chooses direction. Serve is a hit, NOT grabbing the rope. * Either player can strike the ball after the serve. * Penalties: 1) touching the rope, 2) catching the ball, 3) throwing ball, or 4) double hitting. * 2 penalties result in loss of game. * When game is over 2 new players compete. * Next players line up in grassy area.</p>
<p align="center">IF STUDENTS DO NOT FOLLOW SCHOOL RULES, STAFF MAY TAKE PRIVILEGES AWAY FOR THE REMAINDER OF RECESS, OR AN IDENTIFIED NUMBER OF DAYS</p>	

Winter Playground Student Expectations:

- AM recess, stay off snow mountain (near tree's)
- No "King of the Mountain"
- No destroying snow sculptures or forts
- Trees off-limits
- No snowballs (unless school provides targets with adult supervision)
- ICE-no running, sliding or skating (report icy patches to office/custodial staff)
- Stay off equipment if it is icy
- Stay off of hill, unless permission for sledding
- Sticks should not be used in play
- Winter gear is expected when in field (boots, snow pants, gloves, hats)

Hats/Hoods in the Classroom

- 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)
- Bring extra shoes to change out of wet/muddy boots

STUDENT BEHAVIOR 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:

- 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.
- 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

NORTH WOODS INTERNATIONAL SCHOOL Schoolwide IB Expectations

10-21-2020

	SCHOOLWIDE	HALLWAY	BATHROOM	LUNCHROOM Classroom Cafeteria	PLAYGROUND	BUSLINE	BUS	ASSEMBLIES/ FIELD TRIPS
PRINCIPLED: (Responsible) "I answer to my choices"	Follow rules, even if no one is looking. Problem Solve (STEP).	Walk on right. Keep items in your locker.	Quick.	Clean your area. Raise your hand to leave your seat.	Dress for weather. Take care of equipment. Line up quickly.	Stay in your line.	Follow directions quickly. Report unsafe activity.	Follow directions the first time.
CARING: (Respectful) "What my choices look and sound like"	Follow directions first time. School language.	Use 0 or 1 voicelevel.	Quiet. (Give privacy)	Use schoolable manners. Be a friend.	Play fair, take turns, share, compromise. Follow playground rules.	Be kind in line.	Listen to your bus driver. Kind words. Hands, feet, and objects to self.	Sit quietly. Eyes on speaker.
BALANCED: (Safe) "How my choices feel"	Keep hands, feet and objects to yourself. Calm down strong feelings.	Walk facing forward. Hands, feet and objects to yourself.	Clean.	Walk. Hands, feet, and objects to yourself.	Use equipment the way you were taught. Kick balls in field only. Stay in designated areas.	Keep toys/games/electronics in your backpacks. Stay in your line.	Bottom on your seat, feet on floor, face forward. 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
Be Respectful	<ul style="list-style-type: none"> -Use positive and appropriate language. 	<ul style="list-style-type: none"> -Use positive and appropriate language. -Be patient with others. 	<ul style="list-style-type: none"> -Use positive and appropriate language. -Follow any driver/attendant directions. 	<ul style="list-style-type: none"> -Use positive and appropriate language. -Follow any driver/attendant directions. 	<ul style="list-style-type: none"> -Use positive and appropriate language. -Be patient with others. 	<ul style="list-style-type: none"> -Use positive and appropriate language. 	<ul style="list-style-type: none"> -Follow any driver/attendant directions.
Be Responsible	<ul style="list-style-type: none"> -Be ready and on time. 	<ul style="list-style-type: none"> -Board the bus quietly. -Keep aisles clear from feet and things. 	<ul style="list-style-type: none"> -Stay seated. -Talk quietly (Voice Volume 2-Conversational) with the friend next to you. 	<ul style="list-style-type: none"> -Seat to seat, back to back, feet to floor -Talk quietly (Voice Volume 2-Conversational) with the friend next to you. 	<ul style="list-style-type: none"> -Exit the bus quickly and quietly. -Keep aisles clear from feet and things. 	<ul style="list-style-type: none"> -Walk. -Cross in front of bus. 	<ul style="list-style-type: none"> -Be calm. -0 voice volume (No Voice).
Be Safe	<ul style="list-style-type: none"> -Be aware of the bus. -Hands and feet to self. -Line up two feet from curb. 	<ul style="list-style-type: none"> -Use the handrail. -Hands and feet to self. 	<ul style="list-style-type: none"> -Listen for directions from the driver or attendant. -Hands and feet to self. 	<ul style="list-style-type: none"> -Listen for directions from the driver or attendant. -Hands and feet to self. 	<ul style="list-style-type: none"> -Use the handrail. -Hands and feet to self. 	<ul style="list-style-type: none"> -Watch for driver signals. -Hands and feet to self. -Watch for traffic. 	<ul style="list-style-type: none"> -Listen for directions from the driver or attendant. -Hands and feet to self. -Report any emergencies to driver/attendants.
Drivers	<ul style="list-style-type: none"> -Be aware. 	<ul style="list-style-type: none"> -Greet the children using positive language and tone. 	<ul style="list-style-type: none"> -Enforce common rules. -Continue to greet and visit with children using positive language and tone. -Actively supervise children on bus. 	<ul style="list-style-type: none"> -Be aware. -Actively supervise children on bus. -Enforce common rules. -Pull over for safety. 	<ul style="list-style-type: none"> -Be aware. -Say goodbye to children using positive language and tone. -Actively supervise children on the bus. 	<ul style="list-style-type: none"> -Be aware. -Safety reminders. -Enforce common rules. -Actively supervise children on bus. 	<ul style="list-style-type: none"> -Be aware. -Be calm and reassuring to students. -Follow safety protocols.
Attendants	<ul style="list-style-type: none"> -Be aware. 	<ul style="list-style-type: none"> -Greet the children using positive language and tone. -Help children to their seats. 	<ul style="list-style-type: none"> -Enforce common rules. -Continue to greet and visit with children using positive language and tone. -Actively supervise children on bus. 	<ul style="list-style-type: none"> -Be aware. -Interact positively with students using positive language and tone. -Actively supervise children on bus. -Enforce common rules. 	<ul style="list-style-type: none"> -Say goodbye to children using positive language and tone. -Help children out of their seats. -Actively supervise children on the bus. 	<ul style="list-style-type: none"> -Interact positively with students using positive language and tone. -Actively supervise children on bus. -Enforce common rules. 	<ul style="list-style-type: none"> -Be aware. -Be calm and reassuring to students. -Follow safety protocols.

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, etc.) are not allowed on school grounds. Smoking and vaping are 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 DATA DIRECTORY

Each year families are asked to complete the Student Information Update. At this time, families can select data directory information for their child(ren). The Data Directory includes the following: Higher Education (NO means student information is excluded from being sent out to institutions of higher education), Military (NO means student information is excluded from being sent to military recruiters), Public Distribution (NO means student name will NOT be published in: booster club, non profit organizations, PTO/PTA, faith based organizations, school related vendors, senior picture companies, marketing, employment any other organizations outside of the district), District Distribution (NO means student name will NOT be published in internal communications such as birthday lists, yearbooks, honor roll, posters, programs, student of the month, ect), and Media Distribution (NO means student name will NOT be published on print/web-based newspapers, TV stations radio stations, school affiliated websites (ie. ACT, DECA, District, WIAA, MaxPreps ect) and social media (ie Facebook, Twitter, Youtube ect) magazines, local publications, honor roll and student of the month). If families feel that data directory information was incorrectly distributed, please contact North Woods to report the situation.

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. The [La Crosse School District Virtual Backpack](#) has information from community organizations/events.

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 (Policy 4430.1 Dress & Grooming)

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 and/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.

Students have the right to choose their manner of dress and personal grooming and hygiene unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates a classroom or school disorder. Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory, clothing that displays words or images that communicate a message that is racist, sexist or otherwise derogatory is not

permitted. Clothing that displays reference to alcohol, chemicals, tobacco and other products that are illegal for use by minors is not permitted.

- Students, staff and guests shall wear footwear and a shirt and bottoms with fabric on the front, back and sides that cover the private area. Additionally, clothing may not expose any undergarments, including underwear and bras (waistband and bra straps excluded).
- Clothing and accessories shall be free from prohibited messaging related to drugs, alcohol, tobacco, vaping, profanity, profane gestures, violence and/or hate speech.
- Clothing and/or accessories that conceal a person's identity within the school during the school day is not permitted. Hats, headwear, or hoods are permissible but must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoods must allow the person's face to be visible to staff. Exceptions to this guideline may be made by building administration to recognize the cultural dress or costumes and other exceptional circumstances.
 - ***Exception: For identification purposes, students are not allowed to wear hoods and hats while masks are required in school.**
- Students, staff and guests shall maintain their hygiene in a manner that is sanitary and neutral in fragrance to others around them.

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.

Extra clothing may be kept in the students locker in case of accidents and/or activities.

FINANCIAL ASSISTANCE

From time to time, families may experience 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. For more information regarding this insurance policy, please visit

<https://www.lacrosseschools.org/parents/student-accident-insurance-information/>

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

Progress reports will be provided to parents for 1st Quarter and 3rd Quarter. Standards based report cards will be provided at the end of the semester.

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) *(also see page 8)*

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.

VOLUNTEERS

The La Crosse School District will not be having volunteers in the building during the 2020-21 school year due to COVID unless community measures deem it is safe.

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 – For practice evacuating
2. Tornado Drill – For practice in moving 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. Students may not arrive before 8:10 am. The school cannot be responsible for the students outside or in the entry area before 8:10 am. Students who eat breakfast may report to the lunchroom at 8:10 am.

NO SMOKING

Smoking and vaping are prohibited 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 school personnel until the activity begins. Students are expected to gather in a designated area and adhere to North Woods behavior expectations while waiting for their activity to begin. When the activity begins, they are expected to stay with the supervisor/advisor/coach. Parents are asked to be on time to pick up students after the activity has ended.

All North Woods student club meeting dates and times will be posted to the website. If a club meeting date must be canceled, parents will be notified via email. For last minute cancelations (due to inclement weather, illness) parents will be notified by phone.

For outside clubs (such as Parks and Recreation), North Woods staff are not responsible for the registration of children and/or club dates and times. For information regarding outside clubs & activities, please contact the primary contact for the organization.

Parks and Recreation Cancellation Hotline: 608-791-0706

YMCA Surround Care

YMCA Surround Care program is operated by the YMCA. This program is open at 6:30am -8:10 am when supervision begins. Care is provided at the end of the school day from 3:15-6:00pm. The program is housed on the North Woods International gym. If you have questions regarding Surround Care, please contact the YMCA: Surround Care Director, Kristin Seifert at 608-519-5482
North Woods International Surround Care Cell Phone number: 608-783-6363

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 cannot 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 cancellation 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

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 st Offense	Conference student/principal, parent notification
2 nd Offense	Conferences student/principal, parent notification of final warning
3 rd Offense	Removal from bus 1-3 days
4 th 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. The pick up and drop off square is set up to allow students to access the school in a 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 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

For the 2020, 21 school year, activity fees will not be collected due to virtual learning & field trip restrictions.

VOLUNTARY IPAD INSURANCE

K-5th 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 a Food Service menu for the next month will be attached.

NORTH WOODS FORMS

North Woods Forms (Pre-Arranged Absence Form, Future Absence Form, Change of Address and more) can be found on our website (left column, “School Documents”). Any questions regarding forms, please contact the front office at 608-789-6401.

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.

North Woods Team Email:
nwteamlacrosse@gmail.com

SUMMER SCHOOL

Summer school registration typically begins in mid spring. North Woods International hosts Preschool Pals (current Prek students for the past school year),

Kinderappers (current KG from the past year), and Reading & Math (for students entering into 2-5th grade). North Woods may also have enrichment courses dependent on class & location needs. Courses typically run the week after July 4th, and into the first week of August. Registration is done online for all La Crosse School District families. Paper forms are accepted and can be turned into the summer school office. For questions regarding summer school, please contact 608-789-8955. For questions regarding busing for summer school, please contact GoRiteway at 608-881-6370.