



**FAMILY AND SCHOOL
HANDBOOK**

2023 - 2024

The Place to Succeed!

Every Student ~ Every Day

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Dear Spence Families,

Welcome to Spence Elementary!

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

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

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

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

Sincerely,

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



ARRIVAL TIME FOR SCHOOL DAY

Students should NOT be arriving to school BEFORE 7:30 unless they are signed up for YMCA Surround Care. You will be contacted by the principal if your child is dropped off before 7:30, as we do not have staff here to supervise your child. Students arriving between 7:30 and 7:50 am should report to the upper playground by the parking lot or into the cafeteria for breakfast. All students are brought into the building at 7:50 am after the first bell. Students arriving between 7:50 am and 8:00 am should use Door A – the main office door – to enter the building. Students arriving tardy after 8:00 am must report to the office when entering the building so they may be given a tardy pass.

ATTENDANCE

Attendance is one of the major predictors of student success in school. We ask that families send children to school on all school days, unless an illness would make the day unproductive for the child involved. Many families ask when absences are excessive. The MOST a child should average is six to seven absences per year unless a serious illness is involved. After ten days of absence for illness, families

may be required to present a doctor's note for additional illness absences to be counted as excused. The principal believes strongly in excellent attendance and will work to make that a priority by informing families of excessive absences.

Families need to call the school office on the day of an absence by 8:00 am. If a call is not received by 8:30 am, the school will contact the families via an automated message. It is expected that the family will then call regarding the nature of the absence. If contact by phone is not received, a note explaining the absence MUST be sent to school with the child when they return. The absence may then be excused if it meets the district criteria for excused absences. Students arriving late to school must check into the school office upon arrival. If a call or note is not received, the absence will be unexcused. Students that have accumulated too many absences will be declared truant and referred to the proper authorities.

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

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

TARDIES

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

- Our breakfast hours are 7:30-8:00 am, in the cafeteria. Those students arriving after 7:50 am will still be served breakfast if requested.
- All students are expected to be in the classroom by 8:00 am, ready to learn.
- At 8:00 am, classroom doors will be closed to ensure that learning starts on time. Any student arriving to the classroom after that time will need to go to the office for a tardy pass.
- The first bell will ring at 7:50 am signaling our students to move to their classroom and prepare for the day. We encourage you to have your child arrive at school by 7:50 am. Supervision is provided on our upper playground from 7:30-7:50 am.
- Our student support team (School Counselor, Office Staff, Principal) will be following up with families for whom tardiness is an issue.

ABSENT VS TARDY

District policy states that elementary students arriving 2 hours after the start of school (10:00 am) will be considered absent for the morning. In the afternoon, students leaving school prior to 1:15 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.

BACKPACKS

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

BEFORE/AFTER SCHOOL ACTIVITIES

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

BUSING

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

BUS EXPECTATIONS

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is moving.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Be quiet when the bus is crossing a railroad track.
8. Do not litter the inside of the bus or throw anything out the window.
9. Eating or drinking is not allowed on the bus.

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

BUS DISCIPLINE

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

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

1 st Offense	Conference with student/principal, parent/guardian notification
2 nd Offense	Conference with student/principal, parent/guardian 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.

BUS INFORMATION

Bus route information is available through GO Riteway by calling 608-881-6370. ALL students must be registered in order to ride the bus. Go to the Transportation tab on the school district website for details.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices sent by parents with students may not be used in the school building or used during the school day. Their use is restricted to before or after school and outside the school building. Cell phones are not allowed in classrooms and must be turned off during the school day and stored in a backpack in the lockers in the school hallway. The school is not responsible for lost, stolen or broken items. Cell phones will be held in the office for parent/guardian pick up if expectations are not followed by student.

CONFERENCES AND REPORT CARDS

District-wide Parent/Teacher conferences are scheduled twice during the school year, in the fall and the spring. Parent/Guardian attendance at conferences is very important. A parent/guardian may request a conference with their child's teacher at any time during the school year. Likewise, a teacher may find it necessary to request a special conference with a parent/guardian. Please make every effort to meet with the teacher if you receive such a request.

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

COUNSELOR/SOCIAL WORKER (PUPIL SUPPORT STAFF)

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

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

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

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

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 a coat, boots, snow pants, mittens, hats, etc. during cold weather. Please be sure to mark clothing with the child's name or another identifying mark. A final decision as to the appropriateness of dress will be made by the principal.

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

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

- 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 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 references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted
- Shoes with wheels are not allowed due to safety concerns.

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

DROP-OFF / PICK-UP

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

If you need to come into the school to meet with staff or pick up your child, we ask that you park further down on 22nd Street, on Bennett Street or in our parking lot.

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

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

DROP-OFF BEFORE SCHOOL: Parents must drop off their child(ren) at the entrance rather than escorting them to their classrooms. Your attention to this is greatly appreciated. Any teacher/parent meetings need to be scheduled for non-instructional times and agreed upon by both parties. This allows for a quality meeting to address any questions that a parent may have.

DROP-OFF/PICK-UP DURING SCHOOL HOURS (8:00 am-2:40 pm): All students and parents/visitors must use Entrance A and report to the office. Parents/visitors **will not** be allowed to go to a teacher's room unless it has been arranged with the teacher. All parents/visitors being granted access to the building **must** sign in and wear a visitor's sticker provided by the front office. The office will notify the teacher that the student needs to be sent to the office.

EARLY RELEASE

The last day of school dismissal time is 11:40 am. We will ensure that all students have had their lunch period. Afternoon preschool will not be held on this day.

EXPECTATIONS AND PROCEDURE

THE RULES WE LIVE BY

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

Playground Expectations

Be Responsible and Do Your Job

- *Dress for the weather
- *What you take out – you bring in
- *Line up promptly
- *Put equipment away promptly

Be Respectful

- *Play fairly

Lunchroom Expectations

Be Responsible and Do Your Job

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

Be Respectful

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

Be Safe

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

Assembly Expectations

Be Responsible and Do Your Job

- * “Give Me Five”
- *Listen and participate

Be Respectful (Assembly bodies)

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

Be Safe

- *Wait to be dismissed
- *Stay in line with your class
- *Include everyone
- *Be a good friend
- *Keep your hands and feet to yourself
- *Stay in the designated area
- *Use the equipment safely

Hallway Expectations

Be Responsible and Do Your Job

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

Be Respectful

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

Be Safe

- *Walk at all times
- *Stay in line

EXPECTATION VIOLATION GUIDELINES

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

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

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

EMERGENCY INFORMATION ON SKYWARD FAMILY ACCESS

Parents/Guardians need to provide the school with the name and phone number of at least two people who could be contacted to pick up your child if you are not available, in case of illness or injury. This can be done through Skyward Family Access during the Summer Student Information Verification. During

the school year, any changes in contact information, especially home, work and cell phone numbers, and place of employment, should be given to the school office to make sure that your child’s records are up to date at all times.

ANNUAL HEALTH CONDITIONS UPDATE

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

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

***See related information later in this handbook regarding more health and safety information.

Parents/Guardians may also view all district health-related information on the school district webpage www.lacrosseschools.org. Click on Programs & Services → School Health Services for more information.

FINANCIAL ASSISTANCE

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

FIRE/TORNADO/SAFETY DRILLS

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

1. Fire Drills – Held monthly to evacuate the building.
2. Evacuation Drill – Held once a year in which we walk to Our Redeemer Lutheran Church, our alternate site.
3. Tornado Drill – Held once each April to move students to the safest school location.
4. School Safety Drills - Held once each year to practice safety procedures in the event of an unwanted building visitor.

HEALTH INFORMATION

For detailed information about the district's health program, please go to the District website, www.lacrosseschools.org → Programs & Services → Student Health. Information included on the website includes health forms, including medication, immunization, physical, dental, and vision forms, student health guidelines, and information regarding health and dental services for children. We have included general student health guidelines here:

GENERAL STUDENT HEALTH GUIDELINES

When should your child stay home because of illness?

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

VOMITING: return 24 hours after vomiting.

DIARRHEA: return 24 hours after diarrhea.

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

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

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

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

Please notify the school office 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 the health assistant or school nurse so a plan can be implemented to meet your child's needs.

ILLNESS OR INJURY AT SCHOOL

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

MEDICATION AT SCHOOL

If your child needs medication at school, please follow these guidelines:

PRESCRIPTION MEDICATION

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

NON-PRESCRIPTION MEDICATION

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

CHANGES IN MEDICATION ORDER

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

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

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

HOMEWORK POLICY

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

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

Examples of homework include but are not limited to:

- Math reinforcement sheets
- Studying for quizzes and tests
- Unfinished class work that was started in class
- Home projects
- Art sketchbooks
- Recorder practice
- Vocabulary practice

- Home activities that reinforce taught concepts
- Handwriting practice
- Extra practice activities for a specific skill

Parents/Guardians can assist their child and the school by:

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

iPAD USAGE

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad that may come home for completing school activities. Students are issued a district iPad as an integral part of their education. This means that the student has a responsibility to use the iPad appropriately for educational purposes and to secure it from damage or loss. Doing so ensures the student has the necessary access to digital resources to be successful in all classes. In addition, shared iPad and computers are available for student use while at school. District policy 3630.2 – Internet Safety and Acceptable Use explains all responsibilities and privileges of the internet and digital tools. You will find this on the district webpage or may ask for a copy in the building office. The District Student Handbook summarizes this policy.

STUDENT TECHNOLOGY EXPECTATIONS

- Students shall follow all district policy and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. Building administrators work with each student at the time of the infraction to determine a course of corrective behavior, compensation to the district, or legal action.
- Students will not share their district username and password with any other person except when asked by a school employee or by their parents/guardians. All information on the district issued iPad is not private information and students should expect adults to review their work and files as necessary.
- By using personal email or other personal social media/gaming/online accounts students should expect these to be accessed if necessary with reasonable cause as identified by the building principal and/or the School Resource Officer.
- iPads are monitored through internet usage logs and web-content filter.
- Students should not install any non-district approved apps or services on iPad Air devices. If this is done, students should expect these to be removed at any time by district personnel. Students should be aware of their actions while online so that malware and viruses are not brought into the district network.
- Students should not 'sync' the iPad Air to any personal phones, iPods, other laptops, etc.
- Students should use online 'cloud' storage to backup any/all files that a student does not want to lose. Devices do fail and if this happens, any data/files stored on the iPad may not be recoverable and all data can be lost. Students have access to iCloud, OneDrive, and Google Drive for backing up any/all school-related files.

- Students are issued a district-managed Apple ID and email to allow for access to many online resources and storage as well as to communicate with teachers, administration, and each other.
- District issued cases are to be kept on the iPad student removes the case and it breaks, new cases can be purchased through the school office. iPads must be used with a case at all times.
- Students who take the iPad home are to leave the charging cords at home and charge the iPad fully for the next day's use. Doing this ensures the cords are not lost or damaged. Lost/damaged cords can be replaced in the school office. Non-Apple cords are not to be used and will not be accepted during hand-in.
- Students are to refrain from entering their first and last name, birthdate, address, or any other personal information on any online services. Teachers requesting students to use online services will ensure that the online site is appropriate for the age of the student and will not request the use of personal information unless the site is approved by the district technology department and has a partnership agreement for use of data with the approved vendor of the online service.

iPAD INSURANCE

- Voluntary insurance covers accidental damage to the iPad
- Each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.).
- Subsequent breakage of the same item is the responsibility of the Parent/Guardian.
- Repairs/loss due to negligence are not covered by insurance.
- Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the iPad is dropped; student has iPad in backpack and someone grabs the backpack and tosses it down the hall.
- Negligent damage includes liquid in iPad of any amount; iPads in backpacks or cases that are thrown down or sat on by the student; iPads on floor in traffic areas resulting in being stepped on by students or others; iPads left unsecured in areas such as lockers or cars.
- Device accessories (cases, power brick, power cord, Logitech Crayon) are **not covered** by insurance. Students/parents/guardians must purchase Apple brand power cords or power bricks from the school office or from Apple/Apple Resellers. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad and will be considered 'missing' at hand-in. Cases and Logitech Crayons must be purchased from the school office.
- Lost or stolen devices are not covered by insurance.
- Failure to return any iPad including all accessories upon leaving the district or when requested will be considered theft of public property. This will result in a charge to the student for the full replacement cost of the device. Non-payment may result in the charge being sent to collections.

INSURANCE TIME-FRAME

- The insurance purchasing period is from August 1st to October 1st.
- If purchased, insurance is valid for a period of 1 year from August 1st to July 31st.
- Families new to the district have 2 weeks from enrollment date (if outside of normal purchasing period) to either purchase the insurance
- If payment is not received by October 1st, it is assumed that the family does not want the insurance.

INSURANCE PROCESS FOR FAMILIES

- During the enrollment and Skyward info update period, families will be asked if they want to purchase insurance for their students' device.
- Families choose to opt in or out to the insurance and choose their payment method. Cash, Check, or Credit Card via Skyward.

- During the process, families are informed on what insurance covers and costs for repairs. Families are also asked to read and sign the Student Expectations and Acceptable Use Handbook.
- Any family that opts out of insurance is responsible for all repair costs, including total loss of device.

DAMAGED/LOST/STOLEN IPAD

- Office is notified of a damaged, lost, or stolen device.
- Principal, assistant principal, or other designee speaks with the student regarding the incident.
- If the device part has been damaged more than once and no longer covered under insurance, the fee will be assessed in Skyward
- Refer to the fee schedule below for parts cost.
- Students must notify the building principal or associate principal **immediately** if their device is lost or stolen. Or, if notifying a teacher, ask that the teacher notify the principal immediately.
- For stolen devices, it is highly recommended that families file a police report for the device.
- The device will be placed into lost mode. Lost mode prevents the device from being used and for iPads may provide us with it’s last known location. Location data is not 100% accurate and relies on the device being powered on and connected to WiFi.
- Lost/stolen devices are not covered under insurance.
- Charges for the lost/stolen device will be assessed in Skyward by the Tech Dept..
- The fee is the full cost of replacement for the device. Refer to the fee schedule below.
- Families are automatically sent a monthly statement for device fees.

STUDENT EXPECTATIONS AND ACCEPTABLE USE HANDBOOK

- When families sign up for insurance they are prompted to review and sign the Student Expectations and Acceptable Use Handbook.
- A copy can be found through the tech support webpage on the district website.

IPAD FEE SCHEDULE		
iPad Voluntary Insurance \$20	iPad \$300	iPad Glass \$90
iPad LCD Display \$120	iPad Glass+Display \$140	iPad Power Brick \$19
iPad Power Cable \$10	iPad Case \$55	iPad Logic Board \$150
Logitech Crayon \$50	iPad Logic Board \$15	Button Control Cable \$15
Camera Front \$15, Rear \$20	Headphone Jack \$40	Home Button Bracket \$40
Microphone \$15	Speakers L/R \$20	WiFi/Bluetooth Antenna L/R \$40
Charge Port \$70		

INSURANCE COVERAGE

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

INTERNET/FAMILY ACCESS

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

LATEX-CONTROLLED ENVIRONMENT

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

MEALS

The school nutrition program provides elementary school students with breakfast at a cost of \$1.65 daily and lunch at a cost of \$2.85 daily.

BREAKFAST

Breakfast is available to all students in the school cafeteria beginning at 7:30 am each school day.

LUNCH

Lunch is available to all students during the school day. The School District of La Crosse Nutrition Department offers two lunch options each day for our students. Menus can be found in our monthly school newsletter or on our school website.

COLD LUNCH MILK

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

MEAL/BEVERAGE ACCOUNT

Free and reduced-price application forms are available on the district website at <https://www.lacrosseschools.org/departments/school-nutrition/> or in the school office upon request. All families should have received an application in mid-August directly from the school district nutrition office. An application MUST be completed each school year to qualify for the free or reduced prices.

School nutrition payments can be made online through the Skyward Family Access system, or payments can be sent directly to school with your child. Checks should be made out to Spence Elementary and be placed in an envelope marked with your child's name, teacher's name or room number and "Lunch Money" written on the envelope. These payments are turned into the office daily. Payments should be made in advance of eating at school. The nutrition program is on a prepay system. Reminders will be sent home should account balances fall below a zero balance. Meal and beverages may be stopped until payment is received. If you are having financial difficulties, please contact our school's cafeteria manager at 608-789-8880. All meal balances must be paid in full by the end of the school year.

NO SMOKING

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

PARKING

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

PARTY INVITATIONS, BALLOONS AND BOUQUETS

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

PETS/ANIMALS IN THE CLASSROOM

To provide for the safety and welfare of all children in our schools, family pets and animals are not allowed in the building or school grounds per district policy. Only classroom pets and service/therapy/program animals will be allowed in Spence classrooms. The schools are not in a position to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children.

PROCEDURE FOR ADDRESSING CONCERNS

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

PROHIBITED ARTICLES AT SCHOOL

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

RECESS

MORNING RECESS: Students should not be arriving prior to 7:30, as we have no supervision.

All students arriving prior to 7:50 am are expected to go to the upper playground by the parking lot unless arriving through the cafeteria for breakfast (supervision begins at 7:30 am). Breakfast is served in the cafeteria at 7:30. Students arriving between 7:50 and 8:00 am should enter through Door A, near the office.

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

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

INDOOR RECESS FOR INCLEMENT WEATHER

- Students will be supervised by staff members in the classrooms.
- Students are expected to engage in the classroom activity.
- Students are expected to follow inside recess expectations.

SAFETY PROCEDURES / STAFF ID BADGES

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

SNACKS

Snacks are only to be eaten at snack time or as when allowed by their teacher. Please consider sending healthy snacks to school instead of chips or candy.

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

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

SCHOOL CLOSINGS

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

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

SCHOOL DAY SCHEDULE

7:30 am	Playground Opens with Supervision
7:30-8:00 am	Breakfast is Served in Cafeteria
7:50 am	First Bell Rings (students come inside)
8:00 am	School Day Begins
10:30 am	AM Preschool Dismissed
10:45 am - 12:05pm	Recess/Lunch (a 45-55 minute recess/lunch break is staggered by grade level)
12:00 pm	PM Preschool Begins
2:40 pm	Dismissal
2:45 pm	Buses Leave School

SCHOOL TRANSFERS

When a student moves from the Spence attendance area, please follow the following procedures: If your child is moving from the school district to another school district, please let the school office know

so that appropriate staff can be notified. Student records will be mailed directly to the new school once we receive a request from the new school. If your child will be transferring within the school district, parents should contact the school office. Parents/Guardians will then be directed to also contact and visit the Welcome Center at Hogan Administrative Center, 608-789-7756, to register and verify their new address for the new school.

STUDENT ACTIVITIES

Students have the opportunity to be involved in several during and after-school clubs. These can include Safety Patrol, Leadership, Kindness Club, and others. Students in the appropriate grade levels are notified of these opportunities and encouraged to participate.

STUDENT PROPERTY

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

STUDENT RELEASE/EMERGENCY OR ILLNESS RELEASE

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

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

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/guardians 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.

TELEPHONE CALLS

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

We allow children to call home if they forget books, instruments and other essential items, in cases of emergency, or in the event of a cancelation of a scheduled activity. Please make sure your child knows at least one phone number to reach you. Children may not use the telephone to obtain permission to go over to a friend's house.

VALUES

The School District of La Crosse has endorsed the following Core Values and will promote them with students and staff in many different ways: **Honesty, Respect, Responsibility, Compassion, Self-Discipline, Perseverance, and Giving.**

VOLUNTEER FORMS AND FIELD TRIPS

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

WALKING AND BIKING TO SCHOOL

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

PEDESTRIAN SAFETY RULES

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

BICYCLE REGULATIONS

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

WEBSITE

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

YMCA SURROUND CARE

Entrance I on the West side of the school will be open from 6:00-7:30 am for morning drop-off for registered YMCA Surround Care students. Students **MUST** be registered with the YMCA to attend. Entrance I will be open until 6:00 pm for evening pick-up.