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<td>Pick Up/Drop Off Traffic Pattern Map</td>
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School District of Onalaska

Mission: The mission of the School District of Onalaska is to work together to ensure high levels of learning for all.

To continue as an exemplary district, we must have a clear sense of our vision for the future. Accountability to this vision comes through collective commitments made by the Board of Education, employees, students, parents and the community. We recognize that our effectiveness will have a significant impact on:

- Student learning
- Curriculum, instruction and assessment
- Parents and community
- Fiscal responsibility

Therefore, we are committed to working together as a Professional Learning Community to create a school district that exemplifies these elements as we transform ideals into reality.

http://www.onalaska.k12.wi.us/district/FINAL%20approved%20022717.pdf
http://www.onalaska.k12.wi.us/

Northern Hills Mission: Working together to ensure high levels of learning for all.

Northern Hills Vision: We are a school of excellence where we do whatever it takes to ensure students are successful.
Northern Hills Students and Families,

Welcome to the 2019-2020 school year. We hope you are excited to return to school and fill our hallways and classrooms with energy! The staff at Northern Hills is looking forward to seeing your smiling faces and getting to know more about each of you!

Northern Hills has a strong tradition of parents and staff members working together to provide a caring environment for our students helping develop social and academic progress. On any given day you will find numerous parents and volunteers in our school sharing their time and talent with classroom projects, and PTO activities. Sometimes we have guests just stopping by to have lunch with the children. We enjoy your involvement in school and hope this offers you an opportunity to see all that occurs in our school to help our students.

There are many ways to be involved at school, so please take advantage of these opportunities. We would love to have you join us!

Please read through the entire school handbook with your child. This handbook has been approved by the Onalaska School Board and is school district policy. It is important that both you and your child become familiar with its contents as this information answers many questions you may have about the operation of our school. If you have any questions that are not answered in this handbook, please connect with me, or any of our staff members.

It is going to be a great school year, and we are so glad you will be a part of it!

Sincerely,

Amy Russ, Principal
2019-2020 School Calendar
School District of Onalaska
237 2nd Avenue S
Onalaska, WI 54650
608-781-9700
www.onalaskaschools.com

Start and End
Sept 3 First Day of School
Sept 4 First Day of School 4K & K
June 3 Last Day of School

No School
Aug 20-22 New Teacher Orientation
Aug 26 Professional Development
Aug 27-29 Staff Development
Sept 2 Labor Day
Oct 4 Professional Development
Oct 18 Conferences
Nov 27-29 Thanksgiving Break
Dec 2 Professional Development
Dec 23-Jan 1 Winter Break
Jan 20 Professional Development
Feb 14 Professional Development
Feb 28 Conferences
Apr 9-13 Spring Break
May 25 Memorial Day

Early Dismissal
Jan 17 Early Dismissal
June 3 Early Dismissal

Parent Teacher Conferences
Oct 17 4-8 pm All schools
Oct 22 4-8 pm All schools
Feb 27 4-8 pm All schools
Feb 28 4-8 pm All schools
Mar 3 4-8 pm All schools

End of Semester/Quarter
Nov 1 End of 1st Quarter
Jan 17 End of 1st Semester/2nd Quarter
Mar 27 End of 3rd Quarter
June 3 End of 2nd Semester/4th Quarter

Calendar Key
No School
End of Quarter
Parent Teacher Conferences
First & Last Day of School

Inclement Weather Make up Days:
Feb 14, 2020 & Apr 13, 2020 have been designated as school make-up days
The use of these days will be dependent on when the no-school days occurred
Make-up days for any missed school days will be determined by the Board of Education
For more information contact the District Office at 781-9700

Early Dismissal Times:
HS 11:50 MS 11:55
IP 12:20 NH 12:20
EB 12:25/12:35

BOE apr 01.28.19
Staff Directory

- To call and leave a message directly, dial 779-5760 and enter the extension number and leave a message. Unless it is URGENT, please contact the office.
- To email, enter the 5 or 6 characters as shown below (typically, the first 3 letters of the person’s last name, then the first 2 letters of their first name, then enter: @onalaskaschools.com

Example for Amy Russ, rusam@onalaskaschools.com

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<th>Email</th>
<th>Grade/Subject</th>
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**ACCESS TO THE BUILDING**
Student safety is our number one priority as we strive to provide an ideal learning environment for all. As a result of district-wide safety planning, main entrance doors at each school will be locked. Camera/intercom systems have been installed at each school's main entrance, allowing visitors to push a button to communicate with school office staff, who can then remotely unlock the outside door. After visitors enter the school, they will sign in and be given a visitor badge. Visitors may be asked to provide identification.

- Parents and visitors are always welcome, but these visits should be scheduled ahead of time with the teacher.
- All parents/guardians entering the building to pick up their child(ren) after school must wait in the vestibule near the office. Please pick up your child in the office for any special appointment during the school day.
- All outside entrances will be locked. Doors leading to the playground will be locked and will be opened by playground supervisors when recess is over. Teachers will continue to supervise the entrance as students return from recess.
- We invite you to have lunch with your child any day. If you would like to eat hot lunch, please call our school before 9:00 a.m. so that we can order one for you.

**ALLERGIES**
Life threatening food allergies and latex allergies are serious problems. We have a “no latex” policy at our district. This means latex balloons are NOT allowed in the building at any time. Please refer to the district handbook for more information. Classroom teachers may also give you more information about specific food allergies within their classrooms.

**ANIMALS IN SCHOOL**
As per Board Policy 8390, prior approval of the building principal must be obtained before animals are brought to school. In brief, the animal visit must directly relate to the school curriculum and proper notification of the visit must take place to ensure the health of students and staff with allergies.

**ATTENDANCE**
Wisconsin public schools all abide by the same attendance laws (118.15). Please refer to Board Policy 5200 for details regarding attendance guidelines. Further define Onalaska School District’s attendance guidelines. Regular school attendance is directly linked to academic and future job success. We want to work together to ensure accurate and consistent school attendance, and we will communicate with you and your child when attendance - excused or unexcused is concerning. You also have daily access to attendance through PowerSchool. If you have any questions, feel free to contact the appropriate attendance secretary or your building principal.

In the event of a student absence, the following is a breakdown of the two major categories and the codes that are used in PowerSchool to distinguish them:

**CATEGORY #1 - EXCUSED ABSENCES:**
**Parent Excused:**
This is when a parent/guardian calls or writes a note to excuse a student from school. Parents are permitted up to 10 parent excused days per school year.

- 10 days are calculated by adding up the number of half days missed (Any combination of half or full days adding up to 10 - i.e. 5 full and 10 half days would count as 10 parent excused days)

Below is a list of the most common attendance codes when a parent excuses his/her child from class:

- **ILL=** a parent feels his/her child is too ill to attend or stay in school
- **PER=** for personal reasons a student is not in attendance (e.g. running late, out of town, visiting someone in the hospital)
- **VAC=** vacation
- **FNL=** a parent excuses his/her child for a funeral

A warning letter will be issued when a student approaches the 10 - day parent excused limit. Parents will also
receive written notification once all 10 parent - excused days are exhausted, and future absences without a medical excuse will be considered unexcused.

**Medically Excused:**
This is when a student has visited a medical provider. Once written documentation of the visit is provided, the parent - excused day code is changed to one of the following and does not apply toward the 10 parent - excused days:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED=</td>
<td>student is ill and a physician indicates the day or range of days that he/she should stay home</td>
</tr>
<tr>
<td>APT=</td>
<td>student went to a medical appointment, including dentist/orthodontist appointments. Students should bring an appointment slip to the main office (front desk at OMS) with the day and time of the appointment</td>
</tr>
<tr>
<td>HOF=</td>
<td>student went to our school health office and the nurse/health aide has determined that the student needs to lie down in the health office or go home (you will receive a call from the health office if your child is too ill to stay at school)</td>
</tr>
</tbody>
</table>

**CATEGORY #2 - UNEXCUSED ABSENCES:**

**Truant**
This is when a student has been absent and the period(s)/day(s) have not been excused in any way. If this occurs, you will receive a call the day of the unverified absence.

- UNV=unverified (unverified absences will change to either a parent or medical excused code or truant (TRU) if the absence cannot be cleared)
- TRU=truant; absences that cannot be excused in any way or no parent-excuse days remain

“A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse for all or part of five or more days in a school semester.” (Wisconsin State Statute 118.16)

The school will follow the Written Notification Procedures as outlined in Appendix T of the School Board Policy, found here: [School District of Onalaska](#)

**Tardy**
At the elementary school level, a tardy is defined as being late for the start of the school day.

- Students who receive at least 66% (280 minutes) of district supervised educational services for the day have accrued a full day (1.0) of actual attendance for that day.
- Students who receive at least 33% (140 minutes) and less than 66% (280 minutes) of district supervised educational services for the day have accrued a half day (0.5) of actual attendance for that day.
- Students who receive less than 33% (140 minutes) of district supervised educational services for the day have accrued no attendance for that day.

**Tardies Contributing to Truancy**
Tardies become excessive and begin to affect truancy when a child has accumulated ten unexcused tardies in a semester. Every four unexcused tardies beyond the ten will count as a half-day unexcused absence and will be included with any other unexcused absences in the determination of habitual truancy.

Thank you for working with us to develop positive attendance habits for your child!
BREAKFAST
A. Breakfast will be available from 7:45 a.m. – 8:10 a.m. daily in the lunchroom.
B. Students should arrive in the lunchroom by 8:05 a.m. if they plan to eat breakfast.
C. This program will be run just like the daily lunches. Students will use their lunch account number to purchase a breakfast.
D. Students that are eligible for free or reduced lunch meals will also be eligible for free or reduced prices on breakfast.
E. Breakfast prices for the 2018-19 school year are $1.80 regular or $.30 for reduced breakfast. Extra milk is $50. Adult breakfast is $3.00.

BULLYING, HARASSMENT, AND HAZING
Bullying, harassment, and hazing are never allowed in the School District of Onalaska. Refer to Board Policies 5516, 5517 and 5517.01 in the Board Policy Book for additional information, found here: http://www.onalaska.k12.wi.us/

BUSING
Bussing is provided to eligible families determined by home address. Questions concerning eligibility should be directed to the Director of Transportation at 608-783-5489. Additional information can be found on the School District website: http://www.onalaska.k12.wi.us/

BUS RIDER RULES
The school district provides transportation to eligible students. Each pupil who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all pupils. Behavior on the school bus should be comparable to the type of behavior required in the classroom. Unacceptable behavior shall result in disciplinary action by school authorities. Such action may include a conference with the parents and, if necessary, suspension of the bus rider privilege. In an attempt to ensure student safety, buses are equipped with audio/visual recording systems.

General Behavior
1. Be considerate of others on the bus and use good language at all times.
2. Follow the instructions of the bus driver or chaperone.
3. Board and leave the bus at the designated bus stop and ride on the bus to which you are assigned. Any request for an exception to this rule must be made by the parent to the Director of Transportation, who in turn may grant the request and notify the driver. School approval must be according to board policy and is contingent upon such conditions as available seating, safety factors, time schedules, etc.

While Waiting to Board the Bus
1. Be at the designated loading spot on time in order that the bus may operate on schedule. Pupils who must walk along a roadway to the bus stop should walk on the left shoulder of the road facing oncoming traffic, and they should walk in single file.
2. Wait for the bus at the location designated by school authorities. Stay off the roadway and be alert to traffic dangers.
3. Wait for the bus to come to a complete stop before moving towards the service door. Always walk in an orderly fashion.
4. Board the bus in single file using the handrail for safety.
5. Notify the driver directly or through friends at times when you do not plan to ride the bus.

While Riding on the Bus
1. Go directly to a seat after boarding the bus. Remain seated during the entire trip.
2. Help make the bus ride safe and pleasant by keeping noise to a minimum and behaving properly.
3. Treat the bus and its equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc.
4. Hold personal belongings or place them on or under seats in order that the aisle of the bus is clear at all times.
5. Place trash in the waste receptacle as you leave the bus. Throwing articles out of the windows is a violation of state law and school rules.
6. Be courteous to pedestrians and motorists. Shouting from windows and making insulting gestures gives the school a poor reputation and will get the student in trouble.
7. Keep head and hands inside the bus windows at all times.
8. If an emergency should occur, remain seated until given instructions by the bus driver.
9. Take your belongings with you as you leave the bus.

After Leaving the Bus
1. Move away from the side of the bus immediately.
2. If you live on the same side of the street or road on which the bus stops, proceed toward your home.
3. If you must cross the street or road, one of the following rules apply:
   a. If the bus is displaying flashing red lights, walk to a point at least 10 feet ahead of the bus and WAIT. The bus driver will signal you to cross when it is safe to do so.
   b. If the bus is not using the flashing red lights, walk to the nearest pedestrian crosswalk and cross the street when it is safe to do so.
4. Be alert to possible dangers at all times.

Co-Curricular Activities, Field Trips, etc.
1. All bus rules apply to each pupil who rides a school bus at any time or for any reason during the school day.
2. A pupil who rides a school bus to an activity or event must return on that bus unless authorized to do otherwise according to school rules.

CHANGE OF RESIDENCE
If the place of residence of a student changes during the course of the year, please notify the school office as soon as possible regarding the new address and telephone number and effective date of such change.

CLASSROOM PLACEMENT PROCEDURES
Per Board Policy 5120, building administrators and teachers have a responsibility for providing a balance within each classroom, considering such factors as class size, students’ ability levels, gender, special education needs, English Learners needs, and other considerations that benefit all students.

Classroom Placement Process
1. Principals will create a draft list of homeroom classroom placements using the information from teacher and district assessments.
2. To assist the principal in this process, teachers will provide the building principals with the following information for each student; academic ability, behavior, social development, special programming and any information that would assist in homeroom placement for the school year.
3. Principals will then share the draft classroom rosters with the teachers and other pertinent staff members to garner input on their distribution of students. This will be done prior to the end of the school year in enough time to make needed changes and to distribute the revised rosters to the teachers of the next grade.
4. As new students enroll over the summer, the principal will be responsible to assign those students into homerooms while continuing to balance and revise the classes based on the criteria found in #2 of this policy.
5. Classroom placements for grades 1-5 will be included with back-to-school information. Kindergarten and Prekindergarten placement information will be provided before the start of school.
6. The principal makes the final decision regarding classroom placement.

Parent Input
1. Parents are welcome to share pertinent information about their child in an effort for teachers and administrators to better understand him/her. To do this, they should complete a “Parent Information” form which can be found on the school website at http://www.onalaska.k12.wi.us/ and return it in paper or electronic form by May 1 of each school year.

2. Parent requests for child placement into specific homerooms will not be accepted.

**CLOTHING EXPECTATIONS FOR STUDENTS**

Student clothing should be appropriate for a positive and safe learning environment. Because of safety concerns, wheeled shoes are NOT permitted at school. Additionally, flip-flops and other slip-on shoes are discouraged for outdoor play. Clothing that causes a disruption to the educational process or the orderly operation of the school will not be permitted.

This includes, but is not limited to clothing that:

- has comments, pictures, slogans, or designs that are obscene, profane, ludicrous or vulgar;
- is harassing or threatening to an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation;
- advertises alcoholic beverages, tobacco, or other products not suitable for a school environment;
- consists of spaghetti strap tops, low cut tops, pant waists that do not meet the tops, shorts with short cut legs, and shorts that do not stay up.

Students who come to school inappropriately dressed may be asked to:

1. change clothing if he or she has other items at school, or if other clothing is available in the school’s Health Room
2. turn clothing inside out if possible
3. have parent/guardian bring other clothing to school.

**DAILY SCHEDULE**

School hours 8:15 a.m.-3:20 p.m.

- School starts at 8:15 a.m. Playground supervision begins at 7:45 a.m.
- Children should NOT arrive before 7:45 a.m.
- Dismissal time is 3:20 p.m. There is no after school supervision

Early Dismissal Time – 12:20 p.m.

See District Calendar

**Lunch and Recess Schedule**

These schedules will be determined at the end of August by the school staff.

**After School Plan**

Parents should establish an after school plan for their children at the beginning of the school year (i.e. bus, pick up, surround care). This plan is requested at registration in August so we can enter it into our student information system. If the child’s after school plan changes, it is important that parents notify the office.

Temporary changes to your child’s schedule should be communicated by sending a note with the child the morning of the change and by calling the office by 11:00 a.m. Calls to the office after that time make it difficult to ensure that the information will be received by your child and the teacher.

**ELECTRONIC DEVICES (CELL PHONES, GAMES, MUSIC PLAYERS, ETC.)**

Electronic devices are only allowed for instructional purposes during the school day. We also emphasize that the school is not responsible for lost, stolen, or damaged items. Items of this nature are best enjoyed at home where family members can monitor their safe and appropriate use. *Students are discouraged from bringing these devices to school;* however, if brought to school (with the intent to use them after the school day),
these items must be kept in a student’s locker from the beginning to the end of the school day. Students possessing these devices during the school day, except under the direction of a teacher for instructional purposes, will have them taken away and held in the office to be picked up at the end of the day. Repeated violation of this policy may result in progressive disciplinary action.

**EMERGENCY DRILLS**

**Evacuation Drill**
A carefully worked out plan of building evacuation is in operation in order to keep all of our students, staff, and guests safe. We will conduct monthly unannounced evacuation drills in a variety of situations, conditions, and times.

**Severe Weather Drill**
Severe weather drills are conducted two times per year. There are shelter-in-place stations in the school and staff members are made aware of the appropriate locations for severe weather events.

**Lockdown Drill**
At least two times per year, students and staff will practice “locking down” the building - clearing the hallways and confining students to classrooms. These procedures are designed for use in case of medical emergencies or intruders in the building.

**FEES**
Elementary class fees are collected at registration. This fee covers the purchase of items such as, student planners/assignment notebooks; student periodicals such as Weekly Reader and Scholastic news.. Kindergarten fee is $5.45, 1st grade fee is $5.00, 2nd grade fee is $5.00, 3rd grade fee is $7.75, 4th grade fee is $7.75 and 5th grade fee is $8.95. Fees vary by grade level and will not exceed $10.00.

**FIELD TRIPS**
Field trips are planned to extend your child’s educational experiences. Students will receive a permission slip stating where they will be going, the time they will leave and return, and any costs related to the trip at least one week in advance whenever possible.

**ILLNESS / INJURY AT SCHOOL**
When students become ill or are injured at school they will report to the health room. Parents will be contacted before students are sent home because of illness. Emergency Medical Services will be called in case of emergency. It is very important for parents to notify the school office when there is a change in phone numbers, address, employer, or emergency contacts. Our health paraprofessional is on duty in the health room from 7:30AM - 3:30PM. Our district nurses can be reached at Pupil Services, (608) 783-4610, if you have specific health questions or concerns.

**INCLEMENT WEATHER**
During inclement weather, our students will be kept indoors. Inclement weather includes such weather conditions as rain, wet snow, lightning, below zero temperatures (including wind chill), and extreme heat. We use weather.com and go by the “feels like” temperature. If the “feels like” is BELOW zero or ABOVE 100 degrees, students stay indoors. For heat index use: [https://www.cdc.gov/niosh/topics/heatstress/heatapp.html](https://www.cdc.gov/niosh/topics/heatstress/heatapp.html) per school nursing. In the event of extreme heat, building administrators will consult with the district nurses and medical advisor about any needed cancellations and modifications of student activities. In the event of inclement weather before school, students will be allowed to enter the building at 7:45AM when supervision begins. They will be supervised in the building until classes start at 8:15AM. During lunch and grade level recesses, students are supervised in their classrooms. On inclement weather days, students may take a short, supervised walk outside the building to get some fresh air and physical exercise.
On days when the weather might indicate the necessity to close school, please watch or listen to local radio and TV stations. Announcements of closing or starting school later will be made via these stations. Additionally, the school district and/or individual school will send information via BrightArrow.

*Every family should have a plan of action for children in case the normal routine is unexpectedly disrupted. Children should always know who to call and where to go if they find themselves alone. If you have not yet had this discussion, this is a great time to do it.*

**LIBRARY MEDIA CENTER (LMC)**

- Students may check out no more than three items, unless the LMC Director or their teacher gives permission.
- Books are checked out for two weeks.
- If material is not returned by the due date, an overdue notice is given to the student.
- No fines will be assessed for overdue material.
- If a book is misplaced, a note should be sent or a call made from a parent stating that a search is being made for the lost item.
- Students are responsible for all material checked out to them. They will be charged at the end of the school year for any material badly damaged or lost. If a book is damaged at home, please do not try to repair it as we have special supplies at school to do this.

**LOST AND FOUND**

*Please label your child’s gym shoes, outdoor clothing, lunch box, etc.* Doing so will help your child, you, or us find items that are missing. *The Lost and Found area is located near the gym if you need to locate missing items.* These items are put on display periodically throughout the year and if not claimed, are washed and used in our health room or given to families in need. Lost items that are not clothing can be claimed in the office.

**LUNCH AND MILK BREAK**

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY</td>
<td>$2.85</td>
</tr>
<tr>
<td>REDUCED</td>
<td>$0.40</td>
</tr>
<tr>
<td>ADULT / GUEST</td>
<td>$4.30</td>
</tr>
<tr>
<td>MILK</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

Our school does offer a lunch program, but children may bring a sack lunch with them to school. Children may purchase milk daily to drink with their sack lunch through their family lunch account.

We encourage parents and visitors to eat hot lunch with your child at school; please call all our office in the morning before 9AM to let us know your plan. Please join us!

*To promote healthy nutritional habits, soda pop and fast food carryouts are discouraged.*

Applications for Free and/or Reduced Price Meals are available in the school office. Please feel free to call the Central Kitchen at (608) 783-6251.

**Menus** - Menus for breakfast and lunch can be found on our district website: [School District of Onalaska](#)

**Milk Break** - Our elementary schools participate in the Wisconsin School Day Milk Program. Milk (chocolate or white) for this program is purchased on a per semester basis ($55.00 per semester or $110.00 per year for kindergarten thru 5th grade). Wisconsin School Day Milk Program fee for Prekindergarten is $45.00 per semester or $90.00 per year. Fruit juice can be substituted for milk in this program with a written order from a medical care provider. Students who receive free/reduced meals do NOT need to pay the fee for the milk break program. *If parents don’t want their children to participate in the milk program, they can let the office know and*
‘opt out’.

**Individual Student Accounts**
Your payments are deposited into individual student accounts, and this account is used for breakfast and lunch. **The 4-digit code your student uses for the lunch line is their code for payment.**

**Paying into Individual Student Lunch Accounts**
- **ONLINE** – The online payment system, Meal Pay Plus, allows payments from your checking account or credit card. **Website:** [www.MypaymentsPlus.com](http://www.MypaymentsPlus.com).
- **CHECK OR CASH** – We accept payments in multiples of $5.00. Please write your student’s account number on your check, or write it on a slip of paper to send with your cash. You may send the money to any school, and it will be applied to the account you specify.

**Charges to Individual Student Lunch Accounts**
After your student goes through the food service line and either fills a tray or takes a carton of milk to have with a sack lunch, the student gives his/her name to the cashier and punches his/her 4-digit meal code number into the keypad at the checkout station. The student’s name and picture will flash onto a computer screen. After the cashier verifies that the correct student is being served, the system deducts the correct meal charge from the student’s account. *(Cashiers assist students with their meal code numbers until the students learn them. The system preserves confidentiality of those eligible for free and reduced priced meals.)*

**When Your Student’s Lunch Account Gets Low**
A low balance is reached when the STUDENT’S account **drops below $5.00**. Therefore, a low balance for a family with three students would be $15.00. When the account drops to the low balance, cashiers will remind students in the lunchroom. We can notify you by email if you choose: please send an email to: tilme@onalaskaschools.com with the words “**low note**” in the subject line, and include your name, address and **STUDENT account number**. We can notify you with an automated telephone message to your home.

*Parents are expected to maintain their meal accounts in a positive status.*

**MEDICATION POLICY**
Parents should contact the school about students who require medication during the school day. A Parent Consent form and the Physician’s Order form signed by the medical care provider are required for prescription medication to be given. For non-prescriptions, only the Parent Consent form is required. Both of these forms are to be turned in to the school office.

*All medications brought to the office must be in the original container.*

**PARENT TEACHER ORGANIZATION (PTO)**
The PTO of Northern Hills is made up of parents working hand-in-hand with our teachers to fulfill and enrich the lives of the children. The major fundraisers are our SCRIP program, Pizza/Catalog Sale, the Fun Fair, Grocery Receipts, and our Aluminum Can Kennel. Monies from fundraisers are used to purchase educational materials and equipment, playground equipment, field trips and to provide special programs for our students. PTO meetings will be held the first Monday of each month at 5:30 p.m. All parents are encouraged to get involved!

**PTO Officers for the 2019-20 school year are:**
- Co-Presidents: Angela Sagen, Elizabeth Heiman
- Co-Presidents Elect: Jen Wiesjahn, Amber Temp
- Treasurer: Andrew Duckworth
- Secretary: Rachel Zivney
- Volunteer Coordinator:
PARENT-TEACHER-STUDENT CONFERENCES
We welcome the opportunity to talk with you about your child at any time. Formal Parent-Teacher-Student Conferences are scheduled twice a year. Parents will receive information from each school on how to schedule their conferences. Additional conferences will be scheduled as needed at either the request of the parent or teacher.

See District Calendar for dates and times.

PARTY INVITATIONS
Please mail home party invitations to avoid hurt feelings of those children who may not be invited.

PHYSICAL EDUCATION PARTICIPATION
When a student is temporarily unable to participate in P.E. or any other class due to illness or injury, he/she may be excused upon receipt of a written note from a parent/guardian for a period not to exceed three days. The teaching staff will arrange for an alternative activity for the student. A written statement from the medical care provider confirming the student’s condition and need for restriction or exclusion from class is required to excuse a student for more than three days. The medical care provider’s request should indicate the duration of the restriction. All students are asked to have a separate pair of athletic shoes for physical education. These shoes will be left at school, and must be labeled with your child’s name.

PROCESS FOR ADDRESSING CONCERNS
When parents have concerns about school and their child, they are asked to first contact the school employee who is nearest to the situation and can address the parent concern. If they have further concerns or the issue has not been resolved, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools.

PROGRESS REPORTS
Progress reports indicating the progress of your child in the core academic areas as well as in Music, Art and Physical Education are sent home two times per year, in January and at the end of the school year.

SAFE ROUTES TO SCHOOL (SRTS) PROGRAM
The purpose of the program is to encourage and enable more children to walk and bicycle to and from school safely. We urge our families to consider these options for getting to school:
- Walking or biking
- Join a “Walking School Bus” from your neighborhood—walking to school as a group
- Park away from the school and walk the remainder of the trip
- Carpooling

SKATEBOARDS, SCOOTERS, AND WHEELED SHOES
As per district policy, there is no skateboarding allowed on school grounds. If skateboards or scooters are brought to school, they must be carried in and out of the school. Because of safety concerns, wheeled shoes are not permitted at school.

SNOW
Students are allowed to play in the snow as long as they are appropriately dressed (hats, gloves, snow pants, and snow boots). Students who do not wear snow boots and snow pants are asked to stay on the plowed asphalt area of the playground during recess. In an effort to keep everyone safe and happy, there is NO snowball throwing at school. Violation of this policy may result in progressive disciplinary action.
SPECIAL TREATS
Special treats may be shared within a classroom; however, students will not be allowed to distribute them throughout the building. Please keep health in mind when sending a special treat to school.

STUDENT BEHAVIORAL EXPECTATIONS AND GUIDELINES
We are committed to providing a safe and orderly environment for our students as research shows this is critical to optimum student achievement. Our focus is to build character and improve student behavior while helping students to make good choices.

In order to encourage students to be respectful, responsible and productive, our school has adopted a framework called Positive Behavior Intervention and Supports (PBIS). During the first weeks of the school year, staff members explicitly teach the behavioral expectations. Behavioral interventions mirror our academic intervention system in that they increase in intensity in response to the magnitude and frequency of the behavior itself.

School District of Onalaska, Discipline: Philosophy Statement
The School District of Onalaska adheres to a K-12 student discipline philosophy that establishes and maintains learning environments designed to facilitate student growth and to teach decision-making. The District recognizes that differences exist among students (age, grade level, etc.) and, consequently, disciplinary standards and the enforcement of those standards may vary from building to building. At each level, the discipline code should be based upon the common K-12 philosophy, which is reflected in the following beliefs:

- Students have the right to safe learning environments
- Students have the right to be treated with respect and are expected to treat others accordingly
- Effective discipline strategies hold students accountable for their actions and encourage them to make appropriate choices.
- Consequences for behavior need to be fair and appropriate.
- Consistency among staff is important in implementing successful building discipline plans.
- Parents play an integral role in the management of their child’s behavior.

Research indicates that a safe and orderly school environment creates a place where students learn more effectively. The following guidelines help your child to know what it is expected of him/her throughout the day at Northern Hills.

It also communicates with you the kind of things that make your child a good citizen in the school environment. Your child’s teacher will cover these responsibilities with your child during the first week of school and will review them throughout the year.

Please take the time to read through these with your child as well.

RESPONSE TO UNEXPECTED BEHAVIORS
In order to maintain an environment of academic and behavioral excellence, students at Northern Hills Elementary should follow the Rules/Expectations listed above. Response for unexpected behavior choices shall be determined and enforced by appropriate school personnel. Depending on the frequency and severity of the offense, these responses may include, but are not limited to, the following:

- reteach behavioral expectations
- completion of a “Fix-It” plan or follow-up agreement
- loss of privilege (i.e.-recess)
- removal from the classroom
  - If a student is removed from classroom instruction, parents/guardians will be notified as soon as possible. The school administrators will make the determinations regarding placement after removal and the length of time the student will be removed.
- parent/guardian contact by school staff
- conference between parent/guardian and school staff
- in-school suspension
- out-of-school suspension
• involvement of police or other appropriate agencies
• expulsion from the School District of Onalaska

Most behavior issues we see at Northern Hills are easily fixed by talking to the students about their behavior choices and discussing what would be more appropriate for future situations. We also utilize a Behavior Report form to collect data and allow us to respond appropriately to building needs related to expected student behavior. If you have any questions, concerns, or comments about any of our behavior guidelines, please contact the building principal, Amy Russ.

STUDENT RECORDS
The maintenance of all student records is in compliance with both State Law (Sec. 118.125 Wis. Statutes 1975) and Federal Law (Family Education Rights and Privacy Act 20 U.S.C. Sec. 1232g), which governs access to and confidentiality of student records. Please contact the building principal if you want to see your child/children's records.

STUDENT RELEASE POLICY
Students shall be released only to a parent (or parents) with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons) shall be those persons identified as such on the student's enrollment and registration forms. A student shall not be released to any person other than the legal custodian except when the principal (or his/her representative) has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student will be confirmed with the legal custodian.

When students leave school early they will be sent to the office to be picked up. The authorized adult may be asked to present identification when they sign the child out. In this way, we can best monitor who is picking up the child and note the time they leave.

SURROUND CARE
The Surround Care program, operated by the YMCA, is available to students in grades K-5. The program is open at 6:30AM. until 7:45AM. when school supervision begins. Care is provided again at the end of the school day from 3:20PM. until 6:00PM. The program is housed in the Northern Hills commons. If you have questions about Surround Care, please contact the Family and Children’s Services Director at the Family YMCA North, (608) 783-9622.

YMCA Northern Hills Surround Care telephone number is (608) 783-2217.

TECHNOLOGY ACCEPTABLE USE POLICY
Students will be asked to review the Online Acceptable Use Policy at the beginning of each year with their parents/guardians. Before a student is allowed access to the Internet the parent/guardian and the student must have signed the Acceptable Use Consent Form on the enrollment form and returned it to the office. Please refer to Board Policy 7540.03.

TESTING/ASSESSMENT
We will be participating in the state required Wisconsin Student Assessment System( WSAS); WISCONSIN FORWARD/DYNAMIC LEARNING MAPs some time between March 23 and May 1, 2020. School staff will determine specific schedules and will inform families as soon as possible.

Please make every attempt to avoid vacations or medical appointments during these weeks. It is advantageous for your child to be present when the whole group is doing the testing. Thanks in advance for your cooperation with this request!
Universal assessments, chosen by our district personnel, are given three times per year to monitor growth in students’ academic achievement. These assessments include:

- STAR testing in early literacy/reading and math
- Fountas & Pinnell Reading Benchmarks
- Phonological Awareness Literacy Screening (PALS) - (Pre-K)
- Speech screener one time in Kindergarten and one time after a student’s eighth birthday.

**TOYS, GUM, AND CANDY**

Toys, gum, and candy brought to school by children can often be a distraction to our task of helping students meet their academic goals. These items are only welcome at school for teacher-approved occasions. Please help your child remember to leave these items at home.

**TRAFFIC AND PARKING**

In order to keep all members of our school community and neighborhood safe, we ask that parents and guardians abide by the following:

- Drive with care and caution when dropping off and picking up your children.
- If students are arriving by vehicle, they should be dropped off along Troy Street or in the student drop off lane off of East Avenue. Cars are not to park along the drop off lane. It is DROP OFF ONLY.
- NO PARKING on East Avenue between the stop sign at Spruce and the drop off lane.
- **Students should NOT be dropped off or picked up in the parking lot.** Parking lot use is for parents who will walk their children to or from the school doors. For the safety of our students, they should not walk through the parking lot without an adult.
- If students arrive before 8:15AM, they should either go to breakfast or to the playground. Students are allowed to come to their classrooms when the morning bell rings at 8:15AM.
- Students not in Surround Care can be dropped off at school as early as 7:45AM. There is no supervision for students until that time.
- Obey all traffic and parking signs and regulations.
- Use the crosswalks when walking to or from the school grounds. It is important for the adults at our school to be good role models for the students and use the crosswalks to ensure the safety of all of our pedestrians.
- Parents picking up children may wait in the foyer area near the office but should not go to classrooms.

**VACATIONS**

Family vacations are considered a part of a parent’s ability to excuse their child for up to ten days in a school year. Vacations that cause a student to exceed their ten parent excused days may be school excused, at the discretion of the building administrator if there is an obvious education benefit for the student. Please contact the building principal in writing, preferably by email, with the dates your child will be absent due to the vacation.

**VOLUNTEERS**

The Board of Education supports community involvement as an integral part of the educational goals of the school district. Therefore, the development of volunteer relationships is recommended and encouraged. Volunteers will be required to make written district applications to the building principals or activities director for coaches. The completed district application form will be retained in the files of the school official accepting the services of the volunteers. The safety and well-being of the students, staff and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. Background checks will be conducted prior to the first time the individual volunteers to work with the students; the district reserves the right to conduct additional background checks periodically thereafter.

**Volunteer Opportunities**

We sincerely appreciate volunteers in our schools and during these opportunities, you may:

- assist our students and staff with many projects and activities either at school or at home
• help to make labor intensive events possible
• share special interests and talents with children
• enhance school safety
• learn about our school
• convey an important message to children: “School is important.”

Volunteer Rights and Responsibilities
As a school volunteer; you will have meaningful, worthwhile assignments and will receive help or training as needed. You will be treated as a co-worker - with respect and appreciation.

We ask that you please:
• Speak to your teacher or to the volunteer coordinator to arrange for a time and task that is mutually convenient for the students, you, and the teacher.
• Understand that while it is enjoyable to work with one’s own child at school, your help is appreciated with all the students in the classroom as arranged by the classroom teacher.
• Serve regularly and be on time.
• Let us know if you will be delayed or unable to come. This helps us plan!
• Sign in and out of the office and wear your volunteer tag each time you work.
• Think “SAFETY” by keeping scissors, paper cutters, etc. under surveillance and by returning materials to proper places after use.
• Let our teachers or paraprofessionals know if a child is acting inappropriately or out of character. We will handle any needed discipline.
• Inform school staff immediately if you have an injury while volunteering.
• **Respect the confidentiality of students and staff.** Personal information about children and families must stay at school. Always feel free to discuss ideas or concerns regarding individuals with the classroom teacher or building administrator, but leave those words at school, please.

**WEAPONS**
No person is permitted to possess, transmit or use a weapon or look-alike weapon in school buildings, on school grounds, in District vehicles, in vehicles provided by a contractor or at school sponsored activities, except as otherwise specifically provided by this policy or by law. In addition, the possession, transmission or use of a weapon on school premises may be punishable under State law as a misdemeanor or a felony, depending upon the seriousness of the offense. Under certain circumstances, minors also can be punished under State criminal laws and/or the Children's Code.
Drop off and Pick up Map:

- **Troy St**
  - Parking
  - No Parking Student Drop Off and Pick Up 7:30 am - 4:30 pm School Days
  - No Parking (the shaded area)

- **East Ave**
  - Exit
  - Parking
  - No Stopping Standing or Parking 7:30 am - 4:30 pm School Days
  - No Left Turn 7:30 am - 3:00 pm
  - 4-Way STOP

- **Spruce St**
  - 4-Way STOP
  - No Parking Anytime

- **Playground**
  - Visitor Parking
  - Visitor Parking
  - Visitor Parking
  - Visitor Parking
  - If you are pulling into the drive and waiting in front of the school, please stay in your car and keep moving as far forward as you can. Be very careful of children and families walking.

- **Staff Parking**
  - ONLY

- **Note:**
  - Only 1 moving lane of traffic in driveway at a time. Please follow the arrows-keep moving-pull ahead and stay in the car so the traffic keeps moving. Thank you.
  - Stay in the lane nearest to sidewalk. No Parking Student Drop-off and Pickup 7:30 am - 4:30 pm School Days
  - Stay in the car and keep moving - NO Stopping or Parking along the north side of Spruce St and east side of East Ave. Thank you for your cooperation!
Traffic and Parking at Northern Hills

- Please obey all posted signs along Spruce Street, East Avenue and Troy Street as the Onalaska Police Department will ticket any violations.

Drop off/Pick up Lane (East Avenue)
- Please follow directions on posted signs in the drop off/pick up lane at the East Avenue entrance.
- Stay in your vehicle if you use the drop off/pick up lane.

Buses
- In the morning, students will be dropped off along Troy Street and go to the playground.
- Students will load the bus on Spruce Street at the end of the day.

Arrival and Dismissal
• All students will enter the building to start the day from the playground using doors E and F (the doors adjacent to the playground).
• At the end of the day, all students will be dismissed to the playground.