

Sugar Maple Nature School

Family Handbook



A Charter School in the Northern Ozaukee School District

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August, 2023



Warm greetings to all our students, parents, teachers, and staff members as we embark on an exciting new school year! It is with great pleasure that I welcome you to Sugar Maple Nature School for another year of learning and growth..

As we reflect on the challenges and triumphs of the past year, we are filled with a sense of gratitude for the dedication shown by our school community. We are incredibly proud of our students' accomplishments and the model of education our charter school provides. This school year brings with it a renewed sense of hope and enthusiasm. We are committed to providing an inclusive and nurturing environment where every student can thrive academically, socially, and emotionally.

At Sugar Maple Nature School, we believe in the power of collaboration and community engagement. We encourage parents and guardians to actively participate in their child's education, whether it's through volunteering, attending school events, or supporting our various initiatives. We value open lines of communication and invite you to reach out to our teachers and staff with any questions or concerns you may have throughout the year.

Additionally, I am thrilled to announce that this school year, we will be implementing a new curriculum from Project Lead the Way (PLTW). This will give our students the opportunity to engage in hands-on, project based learning that fosters critical thinking, problem-solving, and collaboration skills. The PLTW curriculum will enable our students to explore real-world challenges, apply their knowledge to practical situations, and develop a deep understanding of STEM concepts. All of the modules are nature based topics designed to enhance and extend our current science curriculum.

Lastly, I would like to express my gratitude to the entire school community for your continued support, dedication, and trust. Together, we can make this school year a memorable and successful one for all. Let us approach the coming months with enthusiasm, curiosity, and a commitment to fostering an environment of respect, empathy, and lifelong learning.

Once again, welcome to the start of the new school year at Sugar Maple Nature School. May this year be filled with joy, growth, and meaningful achievements.

Wishing you all the very best.

Sincerely,

Cindy Raimer
Director of Education

Background

Vision

Growing minds through nature!

Mission

To serve as a laboratory for outdoor learning which amplifies the outcomes of public education, adapts to students' individual academic needs, fosters a deep connection to the environment, and prepares students for success in school and life.

Core Beliefs

- Connectedness
 - All members of Sugar Maple Nature School have a shared responsibility for student learning and success.
 - A connection for students with themselves, peers, staff, parents, and community.
 - We strive to be part of nature, not separate from it.
- Stewardship
 - All stakeholders have a responsibility to the environment.
 - We advocate and make changes for the things that are important to us.
 - We have a responsibility to each other.
- Equity
 - Acknowledging all students for who they are and meeting them where they are at.
 - Prioritize building relationships as a way to provide an equitable education.
 - Provide Personalized Learning opportunities.
- High Expectations
 - Support that all students will learn and grow
 - Foster a data-driven learning community
- Active Learning
 - Provide daily multi-sensory experiences that allow our students to take risks, develop grit, endurance, create flexibility, and develop cooperation
- Inquiry
 - Support interdisciplinary learning
 - Learning is driven by student interest, choice, curiosity, & observation

History

The Riveredge Outdoor Learning Elem. School (Sugar Maple Nature School) opened in the fall of 2019 and initially enrolled 72 students in grades K-4. The school provides a nature-based academic learning model, and utilizes the trails of Riveredge Nature Center as a “learning laboratory” and the Wisconsin Charter School Network to provide an innovative, high quality school for students in the Northern Ozaukee School District (NOSD) and surrounding areas. With the goal of expanding to serve additional grades and further learning opportunities, Riveredge Outdoor Learning Elementary School will rebrand as the Sugar Maple Nature School in the fall of 2023 while continuing to provide a comprehensive nature-based learning environment through 3 pillars by which academic work and our core values of curiosity, adventure, and community are infused:

Nature-Based Learning Pillar

Our staff and students will fully utilize the campus of the Riveredge Nature Center in nature-based learning with access to 10 miles of trails, a research and conservation center, and 400 acres of wild Wisconsin. Nature-play and Adventure Education, which focuses not only on physical activity, appropriate risk taking, and outdoor recreation, but also the development of emotional and social competencies, will be an integral part of the nature-based approach to our educational pedagogy.

Inquiry-Based Learning Pillar

Inquiry-based learning is a form of active learning that starts by posing questions, problems, or scenarios rather than presenting established facts. This pillar will focus on a set of teaching and learning strategies involving student-centered research and investigation that encourages metacognitive thought process, discussion and collaboration. We will develop math, reading, science and social studies skills through a student centered approach that integrates the natural world. Our school will utilize the Wisconsin State Academic Standards as a guide when deciding what to teach at each grade level. This type of learning will culminate in individual student inquiries that are personalized to incorporate our other pillars as well as integrated common core standards.

Community-Based Learning Pillar

In a community-based learning environment, students see the school as part of the local community and the local community as part of the learning in the school. Families play an important role in the anytime/everywhere learning experience. Experts in the community will be utilized frequently to maximize the learning experience of each student.

Family Involvement

Family Partnership

Family involvement is key for the success of our students. The primary way this happens is in teachers and families working together toward the success of each student across both home and school environments. This can happen in many other ways as well, including time in the classroom, supporting special events, as a chaperone on school trips, etc. We welcome the expertise of community members as part of the learning experience for students and seek out volunteers who enhance the learning goals in our classrooms. Volunteers are welcome at Sugar Maple Nature School as determined appropriate by the school. Any volunteer will be required to complete a background check process before serving at the school. While volunteering, all volunteers are subject to the direction of the Sugar Maple Nature School staff.

School and Family Partnership

Enrollment in Sugar Maple Nature School is a choice to participate in a specific approach to education that requires a strong working partnership between the school and every family member.

The school will:

- Provide a safe and positive inquiry, community, and nature-based learning environment and program.
- Treat family members and students respectfully.
- Maintain regular ongoing communication with families.
- Inform family members of the progress and activities of the class.
- Provide opportunities for family and community education throughout the year.
- Encourage open and direct communication, with opportunities for families to provide feedback

and input.

We ask families to:

- Provide home support for their children that allows for full participation in the school, including adequate sleep, a healthy diet including a complete meal and hydration before school, appropriate clothing, and a minimum of 30 minutes of reading every day.
- Read the Sugar Maple Nature School Family Handbook and follow the school's policies, procedures, and practices.
- Attend carefully to communication from Sugar Maple Nature School to stay informed and respond as needed.
- Ensure regular and punctual daily attendance by their children.
- Attend family learning sessions outside of the school day and individual conferences.
- Treat all members of the Sugar Maple Nature School community with respect.

Policies and Procedures

Admission/Enrollment

The Sugar Maple Nature School shall not discriminate on the basis of age, disability, marital or parental status, national origin, pregnancy, race, religion, sex, sexual preference, sexual orientation, or any other protected class under state or federal law. The Charter School's official non-discrimination policy shall be applied in all of its operations. In addition, access to the Charter School shall not be restricted or enhanced by any of the following: family income, English language proficiency, or athletic ability. Equal access will be provided to all students in kindergarten through 5th grade.

Enrollment is voluntary and there is no tuition. The Sugar Maple Nature School is open to all students in grades K through 5th grade. Open enrolled students may attend the school in accordance with state law and NOSD policies. An application for all students is required as part of the admissions process.

Kindergarten Enrollment Age

Five-year-old kindergarten students must be five on or before September 1. A student applying for early admission must pass stringent standards determined by the Board of Education.

First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement. Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. See the Sugar Maple Nature School Entrance Age Policy for more details.

K-5 Student Placement

After screening available documentation of work completed, and considering any other relevant circumstances surrounding a transfer, the Northern Ozaukee School district administrator or designee will make a placement decision. See the Sugar Maple Nature School Entrance Age Policy for more details.

Open Enrollment

Wisconsin's inter-district public school open enrollment program allows families to apply for their children to attend school districts other than the one in which they live. If there are more applications than spaces, students must be selected randomly, after giving preference to siblings of currently-attending students.

Lottery

There is an enrollment window each year in the spring. If applications do not exceed the established cap, all students are accepted for admission pending open enrollment approval and no lottery is held. If more than the established cap enroll during the window, all applicants will make up the lottery pool. Random selection will ensure fairness and equal access. The Governance Council performs the lottery during an open meeting, and is part of the school record.

The lottery will be conducted by the Sugar Maple Nature School. Students will be admitted to the Charter School in the grade in which placed, subject to the result of the lottery. Students not admitted to the Charter School because of the lack of an enrollment space as determined by the lottery will be placed on a waiting list in the order drawn in the lottery, until a space becomes available.

An automatic enrollment preference shall be extended to students from the siblings of students currently attending the school and children of school staff and Governance Council members (not to exceed 10% of the student population). Returning students are considered Preference Group 1.

Attendance Policy

All absences and tardiness require written or oral verification, which is to be submitted to the Sugar Maple Nature School staff in advance of the absence or prior to return to school. Parents will communicate absences this year with a Google form. This should be done by 8:30 am that day. If the school is not contacted, the absence will count as unexcused. For your child's safety, non-reported absences will be followed up by a call, email, or message made by the staff/Administrative Assistant. S/he communicates absences/tardies to the teacher.

If absences are frequent enough to affect student learning, this will be addressed by the classroom teacher. Each attendance issue will be seen on a case by case basis and the Sugar Maple Nature School will do its best to fully understand the dynamics of the family life leading up to the attendance issue. It is the goal of the Sugar Maple Nature School to work with families so that all children receive the full educational benefits offered by the school.

The 1997 Wisconsin Act 239 of the Wisconsin Statutes defines a "habitual truant" as "a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester."

Medical Appointments

Whenever possible, please schedule medical and dental appointments outside of school hours. Families who need to pick up students during the day for appointments must report to the administrative assistant and sign them out and can then go to the classroom or outdoor learning location to pick them up.

School Closure

The Sugar Maple Nature School will abide by the closure decisions made by Northern Ozaukee School District (NOSD). An all school alert will be posted in Class DoJo in the event of a school closing. Additionally, families will be notified by automated phone calls, emails, website and social media updates. The following radio and TV stations may also include announcements of school closings:

Radio

WTMJ (620 AM)

WOKY (920 AM)

WISN (1130 AM)

TV

WTMJ (Channel 4)

WISN (Channel 12)

WITI (Channel 6)

If school is closed in the middle of the school day due to poor weather, families will be contacted to determine a plan of action for their child.

On a two-hour delayed start, students should arrive no earlier than ten minutes before classes begin. Staff will also report later, so there will be no supervision for students who arrive earlier.

Skyward Emergency Notification system

The Sugar Maple Nature School will use the Skyward system to notify families in the event of a snow closure day, early release due to weather, or other emergency conditions. You can sign up for this program through the Sugar Maple Nature School administrative assistant and will receive a phone call, email, or text message when there is a school cancellation or other emergency announcement.

Activity Fee

Certain fees will be assessed from each student at the beginning of the school year, or at the time of admission if it is during the school year, to help defray the cost of specific materials. Such fees shall be in concert with the laws of the state of Wisconsin. The amount of the fees will be determined each year by the Governance Council. The payment of school fees is a family responsibility and the school administrator/administrative assistant will collect those fees.

Supplies

Basic textbooks, workbooks, and other instructional materials are provided by the Sugar Maple Nature School. Student supply lists are sent home at the beginning of the school year and are available on the school [website](#) under family resources and from the school administrative assistant. It will be necessary to replenish school supplies throughout the year. Please label clothing, backpacks, sports equipment, etc. with your child's name.

Responsibility for School Equipment

Students will be held responsible for all materials issued to them. Abuse of these materials will result in an assessment based on the age of the materials, their condition at the time of checkout, and extent of the damage beyond normal use.

Telephone

Use of the telephone by students is limited to emergency calls and school business only. Calls for permission to attend parties and ride home with friends, etc., will not be permitted. The office will pass on messages to children only if an emergency necessitates changing after-school plans.

Cell Phones

Students are allowed to bring a cell phone to school only for use in an emergency. If a student brings a cellphone to school it needs to be kept in a backpack or given to the teacher during school hours and can not be used for any non-emergency purposes during school hours.

Personal Property

Personal items, such as toys, games, electronic devices, etc. should remain at home. Inappropriate items will be held in the office and may be picked up at the end of the day. Any item that represents a weapon will not be allowed on campus. The Sugar Maple Nature School will not be responsible for lost, stolen or broken items.

Lost and Found

The Sugar Maple Nature School will have a lost and found for unlabeled clothing, misplaced personal items, etc. This lost and found will be kept throughout the year. Any item that is not claimed at the end of the school year will be donated.

Dangerous Items on School Grounds

The possession of a dangerous weapon or items that represent weapons on school grounds, at a school event, or other setting under supervision of a school setting is prohibited and grounds for dismissal. "School grounds" includes any school building, recreation area, or any other property used or operated for school purposes or administration. A person found in violation of this policy may be subject to a criminal misdemeanor or felony charge. A child in violation of this policy is subject to the provision of Chapter 48 of the Wisconsin Statutes unless jurisdiction is waived to adult court.

Bullying and Harassment Policy

Neither bullying or harassment will be tolerated at the Sugar Maple Nature School. We are firmly committed to an educational environment that is free of all forms of both of these behaviors.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Harassment is defined as repeated, unwanted and disrespectful attention; it takes many forms, all of which are serious personal and social offenses. This behavior is based in whole or in part on a person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or any other characteristic protected under state, federal, or local law which interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. If a student feels that s/he has experienced harassment based on any of these categories, s/he should immediately report the incident to her/his classroom teacher.

See the Sugar Maple Nature School's Bullying and Harassment Policy for reporting procedures. Initial instances of bullying will be addressed according to the Sugar Maple Nature School Discipline Policy. If you have information on or have witnessed bullying on our grounds, please report it to your child's teacher as soon as possible so we can deal appropriately with the situation. Bullying and harassment behaviors and responses fall under the same legal confidentiality protections as described above.

Extracurricular Activities

The Sugar Maple Nature School students may participate in co-curricular activities at the Northern Ozaukee Elementary School, as appropriate.

Birthdays and Holidays

We ask that families do not send in food items on birthdays. If you would like to recognize special occasions, such as birthdays, holidays, etc., please consider donating a class/school gift, such as a book, piece of outdoor gear, or game. Please reach out to your child's teacher for more information regarding how birthdays are recognized in their class. If your child is having a party, **invitations may not be sent to school or distributed at school unless they are for the entire class.**

The Sugar Maple Nature School uses nature, inquiry, and community to guide our celebrations as well as our instruction. In partnership with the PTO, the school will also hold seasonal celebrations that amplify student curiosity and celebrate changes observed in nature during these times of year. In addition to seasonal celebrations, the students will participate in service learning opportunities or special events on Veterans Day, Martin Luther King Jr. Day, and Earth Day. All other WI School Observance days will be posted on the online calendar found on our website.

Arrival and Departure

Schedule

The schedule of hours for a normal school day will be as follows:

Doors open	8:25
School begins	8:30
Dismissal	3:35

Drop-off and Pick-up

The supervision of students begins at 8:20am and ends at 3:40pm. Students **should not** arrive at school prior to **8:20am**. **Supervision is not provided for students before 8:20am**. Morning drop-off is conducted as a drive-through line, families should enter in the west driveway and follow the flow of the parking lot through the east parking area. Student drop-off occurs at the east parking lot beginning at 8:20am. Adults will supervise the drop off of students. Students will then be escorted to their classroom groups along the trail.

End of the day pick-up occurs in the field West of the Barn. However, families must park their cars and walk to this location following the drop off map. Families who are picking up students at the end of the school day should meet them at the open area next to the barn. To ensure the safety of our school community, please follow these pick-up guidelines:

- During pick up, be sure to park in a parking spot and walk over to the pick up area.
- Each grade level will be in a designated area with their teacher or paraprofessional. Help us keep all students safe by not encouraging them to leave without our staff's knowledge and by waiting behind the cones to ensure that only students and staff are in the student waiting area.
- The walking routes and pick up areas are designed to promote social distancing principles.
- Parking spots nearest to the pick up location are for our carpool families, families with small children, and others who require it for health or safety reasons.
- If you are having someone else pick up your child, please notify us so that we can be prepared to release your child to a different caregiver. *Please also share the information regarding safe pick up procedures with that person so that they know how to safely pick up your child from Sugar Maple Nature School.*

The area of the main parking lot for Riveredge Nature Center is used for buses, and cannot be used for drop-off, pick-up, or other parking between 8:00 am and 3:30 pm.

Students of Sugar Maple Nature School are no longer granted complimentary family memberships to the Riveredge Nature Center, as they have been historically. Our students are granted full access to the Riveredge Nature Center during school hours (8:20 a.m. to 3:45 p.m. when school is in session), or during school sponsored events. If your student or family would like to access the trails and property outside of school hours and events, you are subject to the fee or membership requirements of the Riveredge Nature Center, as well as their rules of use/access.

Late Arrival/Early Release

If you need to drop your child off late to school or pick her/him up early, please check in with the school administrative assistant (located inside the Riveredge Nature Center) who will notify you of the location of your child's class so that you can meet them on the grounds of Riveredge Nature Center. Families should be prepared to walk to meet their child in varied outdoor locations/conditions due to the outdoor learning norm at Sugar Maple Nature School.

Parking

The Sugar Maple Nature School is located on the grounds of Riveredge Nature Center (RNC). There are a number of other programs that take place at RNC, requiring additional care and consideration when it comes to parking. Please note that school bus parking is reserved on the north side of the main parking lot during the week. Parking for the Sugar Maple Nature School is in the east parking lot to allow for RNC programming to take place with the least amount of disruption.

Transportation

The Sugar Maple Nature School is not currently able to provide daily transportation to and from home for students. However, for field trips and special events, transportation to and from school to the site may be arranged through a contracted transportation service. Permission will be required for these events.

Visiting the School

All persons who are not school employees/faculty are required to sign in and out with Sugar Maple Nature School administrative assistant. This policy is set up for the protection of our entire school community. Background checks shall be performed on all school guest presenters and classroom volunteers.

Clothing Guidelines

Based on the understanding that students will spend much of the time outdoors in all types of weather and conditions, the following guidelines have been developed to ensure that all students can fully participate in a safe and comfortable way.

Outdoor learning will be wet and messy at times. For this reason, it's important that students come dressed for messy, outdoor learning. Clothing that can be covered in mud, paint, clay and other materials of discovery-based learning is a must everyday! Freedom from restrictive clothing is also a must. Tight clothing, fancy dresses, and costumes get in the way during active outdoor experiences. Children also need comfortable, close-toed, protective shoes with gripping soles for running, hiking, jumping, and climbing.

Layers of clothing for changing weather and moving from outdoors to indoors are needed for children to enjoy the variety of activities offered throughout the day. Expect your child to go outside every day.

Fall/Spring

- Light pants
- Rubber boots
- Fleece or light jacket
- Light hat for sun/tick protection

Winter

- Winter hat that covers ears
- Neck covers (gator, Buff, etc.)
- Snow pants
- Heavy winter coat that can be zipped up completely and reaches hips or lower.
- Thick, warm, water resistant mittens/gloves (no cotton/knit)
- Wool or fleece socks
- Warm, water resistant, properly fitting winter boots that reach at least mid-calf (no dress or fashion boots)

Rain

- Raincoat with hood (no ponchos or umbrellas)
- Rain boots
- Rain pants

Additional details regarding clothing:

- K-1 students will be issued Oakiwear to use throughout the school year.
- All students must keep a full, labeled extra set of clothing in current sizes at school at all times.
- Students may keep a pair of indoor shoes at school for use indoors.
- Students who are unable to fully participate in outdoor activities due to inappropriate clothing **will be sent home.**
- Please label all clothing with your child's name using a permanent marker.
- If you are unable to provide any of these items for your child, please contact your child's teacher.
- We will continue to post clothing information on our school website and Class DoJo throughout the year.

Health and Safety

The Sugar Maple Nature School will rely upon contracted nursing staff and trained staff to provide necessary resources. The Sugar Maple Nature School will abide by all local, state, and federal laws and regulations regarding health and safety standards.

All staff of The Sugar Maple Nature School will be trained in First Aid and CPR and will be equipped with a first aid kit and a handheld radio.

Accidents and Emergencies

In case of an accident or emergency requiring a physician or hospitalization, we will immediately attempt to contact a guardian. If we are unable to reach you, we will contact the person listed as the child's emergency contact. If immediate action is required, the school may call 911 while continuing attempts to reach the guardian(s).

Allergens/Anaphylaxis Risk

Health and safety have always been top priorities for Sugar Maple Nature School. If there is a student or teacher in your child's classroom who has a possible anaphylactic allergy, then our school implements protocols to keep those members of our community safe. Being a part of our school community means that we will ensure that we are considerate of the wellbeing of others. The uniqueness of our school also

means that at times we cannot always wash our hands with soap and water after eating, based on our location on the land. Hand sanitizer does not remove allergens. Due to these constraints, a classroom where any member has a severe, potentially life-threatening allergy will mean that the entire classroom will eliminate that allergen from the classroom to mitigate risk and keep our school community safe.

Emergency Release Form

In case of an emergency, your child will only be released to those people listed on the pupil emergency forms. Proof of identification will be required. Those NOT identified on the emergency form can only pick-up the child with a written and signed note from the child's guardian. The Sugar Maple Nature School may call the guardian of the child for confirmation. The Emergency Form is kept on file and must be updated at the beginning of each school year.

Emergencies (school-wide)

In case of a school-wide emergency, the school will follow the Sugar Maple Nature School Emergency Operations Plan. Should the school have to be evacuated due to an emergency situation, everyone will proceed to our designated alternate safe location.

Families will be contacted via Skyward, Class DoJo, cell or home phone to inform you of the situation as soon as possible.

Fire Safety

Fire drills are conducted regularly, in compliance with State statutes. Fire extinguishers are located in all buildings and exits and are updated annually.

Wellness Policy

If your child exhibits any of the following symptoms, please keep them at home to recover and prevent the spread of any illness:

- Vomiting &/or diarrhea
- Head lice
- Fever of 100 or higher
- Rash
- Severe cough
- Pink Eye
- Runny nose (green in color means contagious)
- Any signs of a communicable illness

Please do not return your child to school until they are **both fever and medication free and able to tolerate a regular diet for 24 hours.** Families will be contacted to pick up students who become ill during the day. The county health department will be consulted if there is a questionable contagious condition or serious health problem.

If your child is diagnosed as having a communicable illness, prior to returning to school, the Sugar Maple Nature School requests a doctor's note, granting permission for the child to return to school, on file in the office upon the child's return to school. If staff suspects that the child is contagious, failure to comply with this policy may result in the child being asked to leave school until such a note is produced.

Medication Policy

Wisconsin law allows designated school employees to give medication only if certain procedures are followed. To reduce the possibility of students taking medication without guardian knowledge and to comply with the requirements of the law, these procedures have been established. If guardians wish a child to have medication given in school by school employees:

- An adult must bring the medication to the school office in its original, labeled container. Label should include: student's name, physician's name (if prescribed medication), name of drug, dosage to be given, and frequency and method of drug administration.
- If medication is prescribed by a physician, bring the medication with a completed "Medication Authorization Form". A written order from the physician with a date and a signature will also be accepted.
- Over the counter medication such as Tylenol, Benadryl etc. will be given with a completed consent form.
- Additional forms are available upon request.
- For emergency EpiPen injections, submit "Severe Allergy Information/Consent" and Instruction forms are available from the school administrative assistant.

Elementary students may not carry and administer their own medicines because of potential dangers to themselves or other children. The only exceptions are children with medical conditions such as asthma requiring an inhaler; in which case, immediate access when needed is necessary. In this situation, the "Self-Carry/Self-Administer Form" must be completed and on file at the Sugar Maple Nature School. Students who have demonstrated all responsibilities associated with carrying medication will be allowed to carry their own inhalers or epi-pens after the guardian and physician complete a "Self-Carry/Self-Administer Form".

Routine items such as band-aids, ice pack, bandages, etc., may be dispensed to children without guardian permission. We expect children to come to school with sunscreen and/or insect repellent applied, when appropriate. Families may send in additional supplies of these items for students to reapply at school. This will require a permission form to be filed on site.

It is important to note that, when conditions merit, families are expected to apply sunscreen and/or insect repellent before sending their child(ren) to school. Additionally, families should be performing tick checks on children at home on a nightly basis during tick season.

Student Immunizations

All students admitted to NOSD schools must present immunization records before starting school as required by state law.

A student may be waived from the immunization requirement when the student's guardian, or legal custodian submits a written statement objecting to the immunization for reasons of health, religion, or personal conviction.

Communication

Written communication

The Sugar Maple Nature School will communicate in written form through a variety of methods, including email, social media and progress reports. In an attempt to decrease waste, paper-based communication methods will be limited. You may request hard copies by contacting the administrator or administrative

assistant.

Telephone communication

The Sugar Maple Nature School administrator or administrative assistant will answer the phone during the regular school day to the greatest extent possible. S/he will either take a message or forward calls for teachers to voicemail in cases other than immediate emergencies. Phones/voicemail may not be monitored by teachers during the day while with children.

Electronic communication

The Sugar Maple Nature School website contains a number of links to useful online resources including staff email addresses. Please note that emails are not monitored during the day by teaching staff. Additionally, families are encouraged to sign up for automated communications to be informed of cancellations, delays and other important, time sensitive information. We ask that you keep this information up-to-date to ensure timely communication. One of our primary communication tools is Class DoJo. Each family will have access to classroom information through Class DoJo. An email will come to families to set up their account early in the school year. **Class DoJo will be a primary communication tool so it is essential for parents to become a member of their child's class.**

Social Media

The Sugar Maple Nature School uses an open Facebook page for the purpose of coordinating, sharing public events and informing parents and stakeholders of news and information about the school. Please refrain from using the Sugar Maple Nature social media for any private communication or inappropriate posts. SMNS reserves the right to manage posts and content of its related social media. SMNS also has an active Instagram account to communicate with our stakeholders and community members.

Conflicts and Grievances

The Sugar Maple Nature School encourages conflict resolution in our community that starts with direct communication with the involved parties. Most concerns should be directed to your child's teacher as a start.

Lunch and Nutrition

General Nutrition Guidelines

We ask that lunch and snack contents be guided by the knowledge that students will be physically active throughout the school day in varied temperatures and will need lots of high quality calories and hydration. Candy, soda, and other foods high in sugar or caffeine are not encouraged. Our goal is to eliminate all disposable packaging from our students' lunches.

Lunch

Bento boxes are available for loan to families who wish to use this option to package lunches for their children. The purpose of these boxes is to provide a sturdy and low-waste option for eating snacks/meals in the outdoor setting. This must be returned at the end of the school year or will result in a fee for the loss of the bento box.

Students will have approximately a 20 minute lunch period each day. The location of lunch will vary, but will frequently take place outdoors in a variety of locations and conditions.

Hydration

Due to the high daily activity level at the Sugar Maple Nature School, students must bring a full bottle of

water each day to school. Opportunities to refill the bottle will take place throughout the day. We suggest that families send warm drinks in insulated containers during the colder months in addition to water bottles.

Snacks

Students will have the opportunity to eat snacks sent from home as needed throughout the day. Locations and conditions will vary. We encourage healthy and nutrient dense options that will provide energy and warmth to sustain student activity levels throughout the entire day.

Educational Program

Curriculum

The three pillars of nature, community and inquiry guide our curriculum. These pillars are interwoven with the Wisconsin Academic Standards in Math, Reading, Science and Social Studies and enhanced by the beautiful grounds of Riveredge Nature Center.

In addition to the core academic areas of math, literacy, social studies and science, the Sugar Maple Nature School curriculum will also be grounded by the Wisconsin Standards for Environmental Literacy and Sustainability. Our students participate in NWEA Map testing, State Forward Exam and a number of shorter cycle formative assessments. Testing provides our teachers with the information that they need to guide the instruction and support each of our learners.

Special areas, such as art and physical education/health will be integrated into the curriculum throughout the day/year.

Students with Special Education Needs

Working closely with the special education department of NOSD each child with an IEP will be evaluated prior to enrollment to determine if their specific needs and the requirement of the IEP can be facilitated at our school. If the IEP requirement exceeds our resources the student will be referred to their neighborhood school or NOSD. At this time, through the guidance and resources of NOSD we can support the needs of up to 7 speech students each year.

Standardized Testing

The Sugar Maple Nature School students undergo required state and federal testing and assessments to monitor growth and meet the academic requirements set forth by the school's grant narrative. The Sugar Maple Nature School uses NWEA MAPS and WI Forward exams to collect data on student progress.

Student Reports

Families receive regular student progress reports and narratives each trimester. These assess students' progress in academic, social and executive function skills based on teacher observation and the data that is collected.

Student achievement goals

- Literacy (measured by Wisconsin State Tests)
- Mathematics (measured by Wisconsin State Tests)
- Social Studies
- Science
- Wisconsin Standards of Environmental Literacy and Sustainability
- Integration of inquiry, community, nature in learning

Teacher Conferences

Conferences are held twice a year (see The Sugar Maple School calendar), with spring conferences being held by teacher or parent request. If you wish to speak to your child's teacher at other times, please contact her/him so that s/he may make arrangements with you.

Field Trips

Field trips are an extension of the curriculum. Each trip has instructional objectives as part of a particular lesson. Permission slips are required to be signed by a parent/guardian prior to the actual trip. All trips and expenses are the responsibility of the student/parent. However, no child will be denied participation because of insufficient money. Please call the school administrator if you are unable to pay.

Behavior Philosophy

The Sugar Maple Nature School is committed to creating a safe and nurturing environment for all members of our school community. The Sugar Maple Nature School utilizes the schoolwide positive and proactive process of supporting students in learning, modeling and practicing positive behaviors. We also emphasize the whole child approach, a transition from a focus on narrowly defined academic achievement to one that promotes the long-term development and success of all children. School wide behavior expectations are created and reviewed each year so that students have the opportunity to build positive behaviors as they are taught and modeled throughout the day. These strategies assist students in building communication and community skills to help them navigate the many social situations that we all face at home and at school. This work is proactive rather than reactive and builds community and a sense of belonging in every classroom. We will share these behaviors with parents so that they can reinforce them at home.

Each teacher is fully responsible for guiding behavior in his/her classroom. S/he will be the main contact for any concerns that arise and will be involved in the resolution process, with the support of school leadership as needed. The Sugar Maple Nature School prioritizes personalized learning, including behavioral support. Therefore, responses to each child and situation will vary, depending on their learning needs.

It is important to note that privacy and confidentiality law and policy prohibit the sharing of information with non-guardians in most cases, meaning that information about student behaviors and the associated responses will be kept confidential.

Governance Council

The Governance Council of Sugar Maple Nature School abides by the Sugar Nature Maple School Bylaws. The Governance Council consists of up to nine voting members with a chair and officers as well as additional non-voting members. Council members are up for renewal at regular intervals. Open seats are open to anyone to apply and approved by the existing Governance Council Members. Regular Meetings and Special Meetings of the Governance Council are public meetings and are noticed on the Sugar Maple Nature School website and posted at the Riveredge Nature Center.

Contact Information

The Sugar Maple Nature School School Office Phone: 414-416-1171

Mailing Address: P.O. Box 46; Newburg, WI 53060

Physical Address: 4458 County Rd. Y; Saukville, WI 53080

Fax: 262-988-4324

School/Office Hours

8:00am to 4:00pm Monday - Thursday in person

View our one page printable calendars at these links:

[2023-2024 Calendar](#)

[23-24 Calendar with descriptions](#)

2023-24 School Year Important Dates

August

22-31 Teacher Institute
30th Welcome Back Night

September

4 Labor Day (No School)
5 First Day of School
8 First Virtual Friday
13 Picture Day (Rain Date: September 20)

October

16-20 Fall Parent Teacher Conferences
23 No school for students and staff

November

22 Teacher Work day - No school for students
23-24 Thanksgiving Holiday (No School)

December

25-29 Winter Break (No School)

January

1 No school for students and staff
2 Return to school
15 No school for students and staff
22 Teacher Work day - No School for students

February

19 No school for students and staff

March

11-15 Spring Parent Teacher Conferences
25-29 Spring Break (No School)

April

1 No School for students and staff
21-27 Earth Day Week - School in session

May

27 Memorial Day- No School
31 Last day for students

Sugar Maple Nature School

Mission: Sugar Maple Nature School creates a hands-on learning environment where curriculum is brought to life and curiosity is fostered each and every day through time in our natural world.

Vision: Growing minds through nature!

Introducing Chromebooks

Sugar Maple Nature School will supply 3rd through 5th grade students with a Chromebook device. This device is the property of Sugar Maple Nature School. The Chromebook will allow students access to G Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking or high-end computing.

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1. ACCEPTABLE USE GUIDELINES

1a: General Guidelines

- Access to Sugar Maple Nature School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with the District's Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of Sugar Maple Nature School.
- Students are responsible for their ethical and educational use of the technology resources of Sugar Maple Nature School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

1b: Privacy and Safety

- Students are not to go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students are not to open, use, or change files that do not belong to them.

- Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, password or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of Sugar Maple Nature School.
- If students inadvertently access a website that contains inappropriate or otherwise offensive material, they must exit the site immediately and notify a staff member.

1c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Failure to comply with the law is not immunity. When in doubt, students should ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

1d: Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Avoid sending mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

1e: Consequences

- The student account and who the device is issued to is responsible for the device at all times.
- Non-compliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files are not confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

1f: At Home Use

- The use of Chromebooks at home for educational purposes is encouraged.
- Chromebook care at home is as important as in school, please refer to Section 6: TAKING CARE OF CHROMEBOOKS below.
- Transport chromebooks with care (ie. in a protected backpack).
- School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

2. DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are not appropriate for educational purposes. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

3. WEBSITE GUIDELINES:

Think before you act because your virtual actions are real and permanent

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to cite your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

4. RECEIVING CHROMEBOOKS:

4a: District Owned/Issued Chromebooks

- The district will attempt to distribute Chromebooks before the start of the school year, but may take an additional week . Parents/Guardians and students MUST complete the District's device registration process before the Chromebook can be issued. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Sugar Maple Nature School. Chromebooks will be collected at the end of each school year.

5. RETURNING CHROMEBOOKS:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Students leaving the District must return district owned Chromebooks to the Sugar Maple Nature School Office
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

6. TAKING CARE OF CHROMEBOOKS:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be

taken to the Sugar Maple Nature School office as soon as possible so that they can be taken care of properly. District approved Insurance is highly suggested to protect against any incidental damages. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

6a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open unless instructed to do so by a staff member.
- Students may not add writing, drawing, or stickers to their chromebook. District issued identification labels are allowed.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- Chromebooks should never be left unattended in any unsupervised area.
- Students are responsible for bringing a fully charged Chromebook to school each day for class use.

6b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving unless directed by a staff member.
- Never move a Chromebook by lifting from the screen.
- Always support a Chromebook from its bottom.

6c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, hands/fingers, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

7. USING CHROMEBOOKS AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

7a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook if available.
- Repeat violations of this policy will result in disciplinary action as determined by the building Administration.

7b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students will pay full replacement cost if the loaner Chromebook is lost or stolen (Police report must be filed if stolen).
- District Approved insurance is highly suggested in order to protect your family against repair costs to District issued Chromebooks.

7c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.
- Teachers may allow students to charge Chromebooks in class charging stations based on availability and ability.

7d: Backgrounds and Password

- Screensavers and Backgrounds must be school appropriate. Sugar Maple Nature School has the right to determine both the screensaver and background.
- Your password is a valuable piece of information; protect it and do not share with other individuals.

7e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.

7f: Printing

- Students will have access to printing via sharing with a district employee.
- Printing from home can be done through Google Cloud Print. More information on printing can be obtained here: <http://support.google.com/cloudprint/?hl=en> and <https://www.google.com/cloudprint/learn/printers.html#info-brother>

7g: Account Access

- Students will only be able to login on their Chromebook using their district issued account.
- Personal Gmail accounts will not be accessible on their Chromebook.

8. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- G Suite for Education (GSFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GSFE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.
- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- All student documents and files will be stored online in the Google Cloud environment. To maximize productivity, students are encouraged to activate the OFFLINE access to their Google Drive. This Google feature allows students to access Google documents stored in their "My Drive" without relying on an internet connection.
- Prior to leaving the district, or graduating, students who want to save any work from their district Google account, need to use Google Takeout to transfer the work to a flash drive or personal gmail account.

9. OPERATING SYSTEM ON CHROMEBOOKS

9a: Updating your Chromebook

- Students should check the version of Chrome they are running monthly.
- To check the most recent Chrome version students should go to SETTINGS and click on ABOUT CHROME OS. The click on CHECK FOR AND APPLY UPDATES to determine if your device is up-to-date.

9b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files are saved on the cloud, therefore when you have access to the internet you have access to your files.

9c: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, a teacher should be notified and he/she will contact the office.

10. PROTECTING & STORING CHROMEBOOKS

10a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for use while enrolled in Sugar Maple Nature School.

10b: Account Security

- Students are required to use their district issued (@nosd.edu) domain user ID and password to protect their accounts and are required to keep that password confidential.

10c: Storing Chromebooks

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

10d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to the school grounds, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

11. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook issues to a Sugar Maple Nature School Staff member.
- Independent Insurance, through Technology Resource Advisors Chromecare, may be purchased at the cost of \$20 to cover repairs.
- Insurance will cover Manufacturer defects, mechanical/hardware failure, accidental damage (drops/spills), liquid damage, cracked screens, and power surges.
- Once a school owned device has been reported as lost or stolen, the device will be rendered inoperable. This means that the device is deactivated and will no longer function.

12. CHROMEBOOK TECHNICAL SUPPORT

- Minimal technical support will be available. Minor technical support includes, but may not be limited to:
 - User account support
 - Coordination and completion of warranty repairs
 - Distribution of loaner Chromebooks

13. CHROMEBOOK TECHNOLOGY REPLACEMENT COSTS

- Chromebook base unit with replacement ADH 3 year warranty \$300.00
- AC Charger and power cord \$50.00
- Power cord only \$25.00
- Screen \$40.00
- Shell Damage \$20.00

Prices are subject to change based on availability and market changes

14. CHROMEBOOK FAQ's*

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

- Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. Members of Sugar Maple Nature School Staff will maintain devices.
- Q. What devices can I connect to a Chromebook?
A. Chromebooks can connect to:
- USB storage, mice and keyboards (see supported file systems)
 - SD cards
 - External monitors and projectors
 - Headsets, earsets, microphones
- Q. Can the Chromebook be used anywhere at any time?
A. Yes, as long as you have a WiFi signal to access the web.
B. Chrome offers the ability through the Apps Launcher so users can work in an "offline" mode.
- Q. Do Chromebooks come with Internet Filtering Software?
A. Yes. Chromebooks will come with internet filtering software that works at school and at home.
- Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect. Chrome is the safest browser currently available.
- Q. Battery life?
A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

*Adapted from the Urban Middle School website, Sheboygan, WI

*Adapted from the Cedar Grove Belgium School District Chromebook Usage Agreement 2016-17

*Adapted from Oostburg School District Chromebook Policy Handbook 2018-19

CHROMEBOOK TERMS AND AGREEMENT DOCUMENT - GRADES 3, 4, & 5

Parent/Guardian and Students: Please complete this form and return with appropriate information prior to picking up your student NOSD device.

Student's Name (Print): _____

Student/Guardian & Parent Chromebook Usage Agreement 2023-24

We understand that students and parents share the responsibility to care for the Chromebook, an educational tool, issued by Sugar Maple Nature School. We understand and agree to the rules listed and all enclosed usage guidelines included in the handbook. In the event of a damaged or stolen Chromebook, it is the student/parents' **responsibility to pay the cost of repair or replacement device.**

Parent/Guardian's Signature Date _____ Parent/Guardian's Name (Print)

Student's Signature

1. I understand that a Chromebook assigned to me remains the property of Sugar Maple Nature School; therefore, my device may be confiscated and is subject to inspection at any time without notice.
2. I will be responsible for taking care of my assigned Chromebook, charging it with the cords provided to me, and I will be responsible for all fees associated with damage to my assigned device.
3. I will use my Chromebook as an educational tool and in an appropriate manner.
4. I will protect my Chromebook from damage.
5. I will not disassemble any part of my Chromebook or attempt any repairs, and I will keep food and beverages from my device.
6. I will know where my Chromebook is at all times. I will never leave my Chromebook unattended or loan it to other individuals including adult staff, and/or student peers.
7. I will not place decorations (such as stickers, markers, etc.) or deface the serial number.
8. I will follow the policies outlined in the usage agreement at all times.
9. I will notify the school of theft, vandalism, and other acts done to my Chromebook.
10. I agree to return the Chromebook in good working condition.

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by our management system. This means that the device is deactivated and will no longer function. Classroom materials will be provided to a student in the event that a Chromebook is lost, stolen, or damaged.

Parent/Guardian's Signature Date _____ Parent/Guardian's Name (Print)



PARENT/GUARDIAN SIGNATURE PAGE

Sugar Maple Nature School 2023 – 2024

Dear Parent(s)/Guardian(s): This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create an atmosphere of learning in which our students feel inspired, supported, and capable.

Please familiarize yourself with this handbook by reading it carefully and we ask that you sign this page to indicate that you and your family are aware of our policies and procedures.

This form is part of the student registration process at Sugar Maple Nature School and must be returned as a condition of enrollment. Signing below is evidence that parents have read and understand the contents of this handbook.

The family handbook is a living, evolving document that will change with our school community over time. To ensure that you are reading the most up to date version of this document, please check the date at the bottom of the page to verify that it was updated during the current school year. A current version of the family handbook will be available on our website for your review. If the handbook is updated during the school year, we will notify families of those changes.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student's Name(s) - Printed:

Aug. 1, 2023