

 Parent Newsletter

 Hamilton Elementary

 Summer 2018

 *"Learning & Growing Together"*

Dear Parents/Guardians and Students,

Welcome to a new school year! This newsletter includes our Handbook and information you need for a successful start to the school year. Your child’s safety is our utmost consideration and we need everyone’s help and participation in order for this to happen. ***This year our student hours are 8:00 am to 2:48 pm and all meals are free to Hamilton students. See more on this in this publication.***

**Student Arrival/Pick Up.**

This is our **Safe Routes Traffic Flow Plan** (copy on Hamilton website). The plan was developed by a committee of parents, staff, and community agencies. Please help us keep our students safe. The plan is for the hours of 7:35 a.m. – 3:30 p.m.

* **Drop off or Pick up. At the start and end of the school day, everyone should use the north doors on 7th Street. During the school day, come through the vestibule.**
	+ **7th Street** (and cut-out) in front of the school is for **Drop Off/Pick Up only**. **There is absolutely no parking allowed on the 7th Street cutout.** Drivers need to stay in their cars. Students may enter school through the 7th Street door.
	+ **Johnson Street** (north of school) next to the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. There is **No Parking** there except for those needing the Handicap space.
* **Morning entrance.**
	+ There will be one door open before school, the 7th Street silver Main Entrance door.
* **Bus Lane.**
	+ **Adams Street** (south of school) next to the school is the **Bus Lane only**. **No parking or drop off.**
* **Parking.**
	+ **8th Street** (east of school) has **parking** on both sides of the street.
	+ Surrounding the school there is **parking** on all four of the streets on the side of the street which is not next to the school.
* **No Parking areas are designated by the city and could result in a traffic ticket.**

**First Day of School**

* Grades 1 – 5: **Thursday, July 19th**
* Kindergarten: Scheduled Meeting July 19th at 9:30 am, full day **Friday, July 20th**
* Preschool – First day is **Monday, July 23rd**  (Scheduled orientation meetings July 19th and July 20th.)
* Early Childhood – First day is **Monday, July 23rd.**

**School Hours for K-5**

* **There is no before school playground time. K-5 students may arrive at 7:35 a.m. for an optional Breakfast or time to talk to their friends. All K-5 students will first meet in the breakfast room until the bell rings at 8:00 a.m.**
* 2:48 p.m. – End of School Day
* The Boys and Girls Club program is available for K-5 students from 2:48-5:30. You may find their application on their website at [www.bgclax.org](http://www.bgclax.org) or call 784-5656.
* Y Surround Care’s after school program is available for all students in 4 year old pre-school through grade 5. Contact the Y for more information at 783-9622.

**Intersession Dates**

There will be three intersessions offered for kindergarten through fifth grade:

 Intersession #1: September 24 to October 5

 Intersession #2: December 10 to December 21

 Intersession #3: March 18 to April 29

A registration form will be sent home with your child at least one month prior to each session and can be found on our school webpage at that time.

**Early Release Dates**

There are four early release dates on the Hamilton calendar this year. They are all on Fridays. On these dates kindergarten through fifth grade will be dismissed two hours early which is 12:48 pm and there will be no afternoon preschool program. The dates are marked on the school calendar and are November 9th, January 11th, March 15th, and May 10th.

**Preschool and Early Childhood Hours**

School hours for 4-year-old Preschool and Early Childhood vary according to the program(s) in which the child is enrolled. The earliest any of these programs start is 8:00 a.m. All are finished by 2:48 p.m.

**Class/Homeroom for K-5**

The homeroom number and teacher that your child has will be given at Open House on July 18th at 5 pm.

**Parent Teacher Conferences!**

Parent Teacher Conference dates for next year will have a new schedule. Mark your calendars for the following dates:

 Monday, October 15 Noon to 8:00 p.m.

 Thursday, October 18 4:00 p.m. to 8:00 p.m.

 Monday, March 11 Noon to 8:00 p.m..

Thursday, March 14 4:00 p.m. to 8:00 p.m.

Parents should complete the online paperwork prior to Open House on Wednesday, July 18th, 5:00 pm to 7:00 pm. Preschoolers and kindergarteners will have paperwork in at their assigned orientations.

**Open House**

Please mark your calendars to come to our school Open House on **Wednesday, July 18th, from 5:00-7:00 pm**! This is also Picture Day….picture order information will be posted to our school website as it comes available. In addition we have an Education Fair this same evening.

I look forward to seeing you and working with you toward the success of our students!

Sincerely,

Ben Burns, Principal

**HAMILTON HANDBOOK**, **2018-2019**

ABSENCES

For safety reasons, parent/guardians are asked to call school at 789-7695 before 8:30 A.M. if your child is absent or tardy due to an appointment, etc. An excused tardy or absence is due to a scheduled doctor or dentist appointment or an illness and has been phoned in by the parent or guardian. Examples of an unexcused absence due to late arrivals are missing a ride, the car not starting, or oversleeping. Please keep in mind if a student arrives at school after 9:45 a.m., they are considered to be absent for a ½ day with the absence being recorded as excused or unexcused. A student must report to the office for a pass if they are late arriving at school.

If a student must leave school during the day, their parent/guardian must report to the office to sign the student out of school. The secretary will notify the student and teacher. Parent/guardian should not go directly to the classroom without stopping in the office during the regular school day.

ARRIVAL/PICK UP**.**

* **K-5 students** may arrive at school at **7:35 a.m**. **Preschool** students may arrive at **8:00 a.m. for the morning program and 12:10 pm for the afternoon program.**
* Students who are **walking** – Students should enter the school through the 7th Street main entrance.
* Students who are **riding the bus** - The busses will be dropping off or picking up students on Adams Street (the street on the south end of school). No cars are allowed in the bus lane.
* Students **arriving by car**. – The Traffic Flow Plan is as follows and is for the hours of 7:35 a.m. – 3:30 p.m.
	+ There will be one door open before school, the 7th Street Main Entrance door
	+ **7th Street** (and cut-out) in front of the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. Students may enter school through the 7th Street door. There is **No Parking** there.
	+ **Johnson Street** (north of school) next to the school is for **Drop Off/Pick Up only**. Drivers need to stay in their cars. Students may enter school through the 7th Street door. There is **No Parking** there except for someone needing the Handicap space.
	+ **Adams Street** (south of school) next to the school is the **Bus Lane only**. **No parking or drop off.**
	+ **8th Street** (east of school) has **parking** on both sides of the street.
	+ Surrounding the school there is **parking** on all four of the streets on the side of the street which is not next to the school.
	+ The No Parking areas are designated by the city and could result in a traffic ticket.

BOYS AND GIRLS CLUB AFTER SCHOOL PROGRAM

Hamilton/SOTA is a site for the Boys and Girls Club. During the summer months kindergarten through 3rd graders will stay on-site while 4th and 5th graders will be walked to the Mathy Club each day after school. In September, the kindergarten through second grade stay on-site and the third and fifth graders will be walked by club staff or transported to the Mathy site at 811 S 8th St. The hours are 2:48 - 5:30. A registration form must be on file with the Boys and Girls Club before students may attend. Forms can be accessed through the Boys & Girls Club website or by calling the Boys and Girls Club offices: Hamilton site at 789-8461 and Mathy site at 784-5656. **Applications and fees should be submitted to the Boys & Girls Club.**

BREAKFAST

Breakfast is served between 7:.35 A.M. and 8:00 A.M, and is free to all Hamilton students this year (see Meals below). However we still encourage families to complete the meal application as grants to support our school are based on this information.

BUS INFORMATION

Bus route information is available through Go Riteway by registering online (found at lacrosseschools.org under the Parents tab and transportation) or calling them at (608) 881-6370.

CLOTHING POLICY

Students are expected to dress appropriately for school. Any clothing or clothing accessories that create a distraction to learning or that have the potential to create a safety concern are not allowed in school. Clothing depicting alcohol, drugs, obscene language, sexual permissiveness or violence is prohibited as are bare midriff shirts, strapless halters and other revealing tops, skirts or pants. Students wearing this type of clothing will be asked to change clothes or cover up the offensive clothing.

ELECTRONIC DEVICES

Students are not allowed to bring electronic devices, pagers, walkie talkies, tablets, etc. to school, except by special permission. All personal devices including cell phones must remain off and out of sight at school.

LATEX-CONTROLLED ENVIRONMENT

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

MEDICATION AT SCHOOL

If your child needs medication at school during the 2018-2019 school year, please follow these guidelines:

*PRESCRIPTION MEDICATION*

* Need written consent from both parent and physician.
* Must be in a current, properly labeled prescription bottle.

Students may not carry medications in school. Exception: Asthmas inhalers may be carried with appropriate written consent from physician.

*NON-PRESCRIPTION MEDICATION*

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

*CHANGES IN MEDICATION ORDER*

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

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

MEAL PRICES FOR ELEMENTARY STUDENTS

We are pleased to inform you that Hamilton has become a Community Eligibility Provision (CEP) school while participating in the National School Lunch and School Breakfast Programs for the 2018-19 school year.

What does this mean for you and your children attending Hamilton? All enrolled students at Hamilton are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** each day of the 2018-19 school year.

Important: Since Hamilton is a CEP school, it is necessary for each family to complete a Free/Reduced Application so that if you have children in other schools in our district they may still be evaluated to receive free/reduced meals at those schools. Completing the Free/Reduced Application is also necessary to qualify for other funding that will enhance educational opportunities for students. In addition, completing the form assures that your child will be evaluated for free/reduced status if you should move to another district school sometime during the year. The Free/Reduced Application was mailed to your home in June. Families may also complete this application online at the district website. If you have additional questions regarding this exciting program, please contact Lyn Halvorson at 789-7637.

Note: If you are getting a milk to go with cold lunch, the cost is $.50 per milk.

 (Note: Meal applications must be completed each school year).

**Milk Substitutions in School Meals**

USDA has recently changed regulations in our school meals program that will have an impact on some families.School nutrition programs can no longer substitute juice for milk. We are now required to provide an exact nutritional equivalent of milk. This change in requirements helps ensure that students receive adequate calcium and other key nutrients found in milk.

For students who cannot digest milk, Lactaid – a milk product without the troublesome milk sugar lactose — will be offered. Lactaid milk will be substituted free of charge if for diet reasons your child cannot consume milk. Parents must submit a doctor statement for this service.

This ruling does not apply to students *with* disabilities that affect major life functions. If your child has a disability, please contact your school’s cook manager or the school nutrition office at 608-789-7625. We must have a special diet form completed that must be signed by your physician notating the diagnosis or medical condition that requires the student to have a milk substitute.

**OPEN HOUSE – WEDNESDAY, July 18th, 5:00-7:00 p.m.**

PERSONAL BELONGINGS

Toys, trading cards, skateboards, scooters, roller blades, and video games are among the items not allowed in school. These items not only become a distraction and a safety concern, but are frequently targets for theft and misuse. The staff may confiscate any item that is threatening or disruptive to the school setting. Most confiscated items will be returned only to a parent/guardian. Items may be brought to school for demonstration or sharing activities only with the prior consent of the teacher. The school has no insurance covering personal belongings of the students. Please write your name on all of your child’s belongings, especially book bags and coats. Cell phones must be turned off and out of sight at school.

PICTURE DAY

This year's student pictures will be taken by Lifetouch Studios and is scheduled for Open House Night, July 18th. Information on package sizes and cost is posted on the school website.

#### PARENT VOLUNTEERS

If you would like to volunteer at school, please go online at [www.lacrosseschools.org](http://www.lacrosseschools.org) to complete the Volunteer Service Form. This district-wide form must be completed at least two to three weeks prior to the date you would like to volunteer so that it may be processed. The volunteer approval is good for three school years as long as there is not a change in the application information.

 All volunteers and visitors must wear a school identification tag during regular school hours.

 All volunteers must register in the office each time they volunteer.

 All volunteers need to be familiar with safety tips and must adhere to **confidentiality expectations**.

If you are interested in being a paid tutor, please inquire at the office.

SAFE ROUTES TO SCHOOL

Walking and biking to school are healthy ways to commute to school. A crossing guard is located at the intersection of 7th and Johnson. Bike racks are located outside of the main entrance on 7th street. Hamilton/SOTA is a participant in the Safe Routes to School Program.

Pedestrian Safety Rules:

Use the crosswalks

Obey the crossing guard

Never cross between parked cars where you cannot be seen

Look both ways before crossing

Bike Safety Rules:

Please wear a helmet

Stop at stop signs

Look both ways before crossing

#### SCHOOL SUPPLY LIST FOR 2018-2019

The school supply list can be accessed on our school website for your convenience. Please remember to write your child’s initials on their book bag, school supplies, etc.

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

All students must adhere to the School District of La Crosse Student Code of Rights and Responsibilities (the link is www.lacrosseschools.org/programs-services/pupil-services-learning-supports/student-code-of-rights-responsibilities).

SURROUND CARE

Y Surround Care is available after school in room 211. Registration forms are available at the Y or call the Y at 783-9622 for more information. Prior registration with the Y is required before attending.

VISITOR IDENTIFICATION

During regular school hours all visitors (even regular volunteers) must first report to the school office to identify themselves, sign in, state the nature of their visit, and obtain an identification tag. Visitors may need to enter via the vestibule during the school day as all doors are locked while school is in session.