

 Parent Newsletter

 Hamilton Elementary

 Summer 2019

 *"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 18th**
* Kindergarten: Scheduled Meeting July 18th at 9:30 am, full day **Friday, July 19th**
* Preschool – First day is **Monday, July 22rd**  (Scheduled orientation meetings July 18th and July 19th.)
* Early Childhood – First day is **Monday, July 22nd.**

**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.

**Intersession Dates**

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

 Intersession #1: September 23 to October 4

 Intersession #2: December 9 to December 20

 Intersession #3: March 16 to March 27

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 October 11th, December 6th, March 13th, and May 8th.

**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 17th 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 14 Noon to 8:00 p.m.

 Thursday, October 17 4:00 p.m. to 8:00 p.m.

 Monday, March 9 Noon to 8:00 p.m..

Thursday, March 12 4:00 p.m. to 8:00 p.m.

**Open House**

Please mark your calendars to come to our school Open House on **Wednesday, July 17th, 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 July. In addition we have an Education Fair this same evening.

Parents should complete the online paperwork prior to Open House on Wednesday, July 17th, 5:00 pm to 7:00 pm. Preschoolers and kindergarteners will have paperwork in at their assigned orientations.

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

Sincerely,

Ben Burns, Principal

**HAMILTON HANDBOOK** **2019-2020**

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 2nd 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 2019-2020 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 2019-20 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 2019-20 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 17th, 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 17th. 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 2019-2020

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 <https://www.lacrosseschools.org/2019-2020-code-of-rights-and-responsibilities/>).

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.

ONE TO ONE TECHNOLOGY USEAGE

**Building Student Handbook Technology Language**

**1:1 iPad/MacBook/Use of Any Computer, iPad, or other Technology Device in School**

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad/MacBook that may come home for completing school activities.

Students are issued a district iPad (4th-5th grade/middle school) or MacBook (high school) as an integral part of their education. This means that the student has a responsibility to use the iPad/MacBook appropriately for educational purposes and to secure it from damage or loss. Doing so ensures the student has the necessary access to digital resources to be successful in all classes. In addition, shared iPad and computers are available for student use while at school. District policy 3630.2 – Internet Safety and Acceptable Use explains all responsibilities and privileges of the internet and digital tools. You will find this on the district webpage or may ask for a copy in the building office. The District Student Handbook summarizes this policy.

**Student Expectations**

* Students shall follow all district policy and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. Building principals, associate principals, and deans work with each student at the time of the infraction to determine a course of corrective behavior, compensation to the district, or legal action.
* Students will not share their district username and password with any other person except when asked by a school employee or by their parent/guardians. All information on the district issued iPad/MacBook is not private information and students should expect adults to review their work and files as necessary.
* By using personal email or other personal social media/gaming/online accounts students should expect these to be accessed if necessary with reasonable cause as identified by the building principal and/or the School Resource Officer.
* iPads are monitored through internet usage logs and MacBooks are monitored with keystroke capture. Each key pressed on a MacBook is logged and email notifications are automatically sent to building principals; including any work done with personal accounts.
* Students should not install any non-district approved apps or services on iPad/MacBook device. If this is done, students should expect these to be removed at any time by district personnel. Students should be aware of their actions while online so that malware and viruses are not brought into the district network.
* Students should not ‘sync’ the iPad/MacBook to any personal phones, iPods, other laptops, etc.
* Students should use online ‘cloud’ storage to backup any/all files that a student does not want to lose. Devices do fail and if this happens, any data/files stored on the iPad/MacBook may not be recoverable and all data can be lost. Students have access to iCloud, OneDrive, and Google Drive for backing up any/all school-related files.
* Students are issued a district-managed Apple ID and email to allow for access to many online resources and storage as well as to communicate with teachers, administration, and each other.
* District issued cases are to be kept on the iPad/MacBookstudent removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPad/MacBooks must be used with a case at all times.
* Students who take the iPad/MacBook home are to leave the charging cords at home and charge the iPad/MacBook fully for the next day’s use. Doing this ensures the cords are not lost or damaged. Lost/damaged cords can be replaced in the school office. Non-Apple cords are not to be used and will not be accepted during hand-in.
* Students are to refrain from entering their first and last name, birthdate, address, or any other personal information on any online services. Teachers requesting students to use online services will ensure that the online site is appropriate for the age of the student and will not request the use of personal information unless the site is approved by the district technology department and has a partnership agreement for use of data with the approved vendor of the online service.

**Hand-out of iPad/MacBook**

Schools will be issued an iPad/MacBook based on a schedule either within the school day, at registration, or after school. See the Voluntary Insurance section.

**Hand-in of iPad/MacBook**

Schools will collect the iPad/MacBook based on a schedule either within the school day, at the end of the school year or when the student withdraws from the district. Any iPad/MacBook that is not returned during that time will be considered stolen public property and treated as such.

**Voluntary Insurance**

Voluntary insurance for the iPad or MacBook is available from the building office during hand-out times at each school or when enrolling in the district. Parents/Guardians of students enrolled in August/September have until October 1st to pay the voluntary insurance or to visit with the building principal. If a new enrollee, the insurance will be paid within 3 weeks of enrollment. After those dates, the student’s record will indicate that voluntary insurance is declined and the parent/guardian is fully responsible for any repairs or replacement if the iPad or MacBook is damaged/lost/stolen.

Below is a list of replacement costs of the device, case, and power cords for the 2019-20 school year. Screen repair is also listed. Other specific repair costs are listed on the voluntary insurance form.

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| --- | --- | --- | --- |
| **Item** | **Cost** | **Item** | **Cost** |
| iPad Voluntary Insurance (Yearly, August to August, non-refundable) | $20 | MacBook Voluntary Insurance(Yearly, August to August, non-refundable) | $30 |
| iPad | $300 | MacBook | $800 |
| iPad Glass | $100 | MacBook Screen | $400 |
| iPad Power Brick | $20 | MacBook Power Brick | $80 |
| iPad Power Cable | $20 | MacBook Short Power Wall Adapter (Duckhead) | $10 |
| iPad Issued Case(New) | $30 | MacBook Issued Case | $14 |
| iPad Issued Case(Used) | $15 |  |  |

Voluntary insurance covers accidental damage to the laptop; each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.). Subsequent breakage of the same item is the responsibility of the parent/guardian. Repairs/loss due to negligence is not covered by insurance. Discussion between the building principal and student will result in the determination of accident or negligence except for liquid damage. Examples of accidental and negligent damage are as follows:

* **Accidental damage** includes walking down the hall with the device in the student’s arms and someone bumps into the student and the laptop is dropped; the student has a laptop in their backpack and someone else grabs the backpack and tosses it down the hall. Accidents are not because the student wasn’t paying attention, forgot the iPad/MacBook in a room or in a car, or thought “nothing will happen to it”. Students should notify the building office or school resource officer immediately if the iPad/MacBook is damaged, lost, or thought stolen. DO NOT WAIT! Broken screens or other damage may be harmful to the student.
* **Negligent damage** includes liquid in iPad/MacBook of any amount as no liquid should be by the iPad/MacBook at any time or used outside if there is rain or the possibility of rain; items placed between keyboard and cover resulting in screen breakage or hinge damage; holding the laptop by the screen instead of picking up MacBook from the bottom near the trackpad; MacBook/iPads in backpacks or cases that are thrown down or sat on by the student; MacBook/iPads/backpacks on floor in high traffic areas resulting in being stepped on by student or others; MacBook/iPads/backpacks left unsecured in areas such as lockers or cars. Any liquid damage to the iPad/MacBook will result in the iPad/MacBook being replaced at the parent/guardian cost as liquid damage is not considered accidental.

**Cases, power supplies, power cords, or electrical connectors (duckheads) are not covered** by voluntary self-insurance. Student/parent/guardian must purchase Apple brand power supplies, power cords, or duckheads from the school office or from Apple directly. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad/MacBook voiding the voluntary self-insurance and will be considered ‘missing’ at hand-in.

**Failure to return** any iPad/MacBook upon leaving the school/district or when requested will be considered theft of public property. Follow through by the School Resource Office or other appropriate legal authorities will be conducted.

***March 2019***