



**Hamilton Early Learning Center Newsletter**  
**July/August 2021**  
**"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 all Hamilton students. See more on this in this publication.

**Open House for All Students: July 14th, 5 - 7 PM**

July 15th	Grades 1-5	First Day of School
	Kindergarten and Preschool	Orientation
July 16th	Kindergarten	First Day of School
	Preschool	Orientation
July 19th	Preschool and Early Childhood	First Day of School

**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.

- Early Childhood: 12:15 p.m. to 2:48 p.m. Days of the week may vary depending on the child's needs. Parents may contact the teacher if there are questions.
- Preschool: **New-Full days now at Hamilton** 8:00 a.m. to 2:48 p.m. Monday through Thursday

**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 p.m. The dates are marked on the school calendar and are October 15th, December 3rd, March 11th, and May 6th. On June 3rd school will dismiss at 11:48 a.m.

**Parent-Teacher Conferences**

Mark your calendars for the following dates:

Wednesday, August 25th, 8:00 a.m. - 8:00 p.m.

Monday, March 7th, 11:00 a.m. - 7:00 p.m.

Thursday, March 10th, 4:00 p.m. - 8:00 p.m.

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

Sincerely,  
 Ben Burns, Principal

### **Student Arrival/Pick Up**

Our Safe Routes Traffic Flow Plan is posted on our 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 7:45 a.m. – 3:30 p.m.

### **Drop off or Pick up**

At the start and end of the school day, all kindergarten through fifth grade students should use the north door/Door A on 7th Street. Preschool students will start and end their day using the south door/Door B on 7th Street. During the school day, any late students will come through the vestibule/glass door and ring the doorbell. Any parents wishing to come into the building must enter through the office/glass door (with the exception of Open House).

- 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 the school through the 7th Street door.
- Johnson Street (north of school) next to the school may still be “under construction” and may not be available for Drop Off/Pick Up only.

### **Morning entrance.**

- Kindergarten through grade 5 will enter Door A (which is the north door on 7th Street) between 7:45 a.m. and 8:00 a.m., the silver Main Entrance door.
- Preschool will enter Door B (which is the south door on 7th Street) between 7:45 a.m. and 8:00 a.m.
- On Adams Street (south of the 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 once construction is complete.
- Surrounding the school there is parking on three of the four 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.

## **HAMILTON HANDBOOK 2021-2022**

### **ABSENCES**

For safety reasons, parents/guardians are asked to call the school office at 789-7695 before 8:30 a.m. if your child is absent or tardy due to an appointment, ill, etc. An excused tardy or absence is due to a scheduled doctor or dentist appointment or an illness that has been phoned in by the parent or guardian, as long as it **does not exceed ten days per school year per the Wisconsin State Statute**. Examples of an unexcused absence/tardy 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 9:30 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 check 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**

Entrances are subject to change during the school year.

K-5 students may arrive at school at 7:45 a.m. and enter Door A. They will not be allowed in the building prior to 7:45 as there is no supervision available.

Preschool students may arrive at 8:00 a.m. for the morning program and enter Door B.

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 available on our website and is for the hours of 7:45 a.m. – 3:30 p.m.

- There will be one door open at 7:45 for K-5 students, the 7th Street Main Entrance Door A.
- Preschool students will come in at the 7th Street south entrance, otherwise known as Door B.
- All parents are asked to enter through the office.
- 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 the school through the 7th Street door. There is No Parking there.
- Johnson Street (north of school) next to the school may not be available due to construction.
- Adams Street (south of the 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 if open.
- Surrounding the school there is parking on three of 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. 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. For any questions regarding the Boys and Girls club please call 784-5656.

Due to the pending completion of our construction project, all K-5th grade BGC programming will be at the Mathy center through July 30th. Beginning August 2nd, BGC programming for K-3rd grade students will take place at Hamilton Elementary and 4th-5th graders will be walked to Mathy.

### **BREAKFAST**

During in-person instruction, K-5 breakfast is served at 8:00 a.m. in the classroom until further notice and is free to all Hamilton students this year (see Meals below). K-5 lunch will be served in our cafeteria. However, we still encourage families to complete the meal application as grants to support our school are based on this information. Preschool meals will be served in the classroom.

### **BUS INFORMATION**

Bus route information is available through Go Riteway by registering online (found at [lacrosseschools.org](http://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 personal 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 to the school.

## **MEDICATION AT SCHOOL**

If your child needs medication at school during the 2021-2022 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: Asthma inhalers may be carried with appropriate written consent from a physician.

### **NON-PRESCRIPTION MEDICATION**

- Need written consent from the parent indicating the exact instructions for administration such as the name of the 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 2021-2022 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 2021-2022 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. The Free/Reduced Application was mailed to your home in late June. Families may also complete this application online at the district website. If you have additional questions regarding this exciting program, please contact Kadie Haug at 789-7637.

Note: If you are getting 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's 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.

### **PERSONAL BELONGINGS**

Toys, trading cards, skateboards, scooters, rollerblades, 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 the 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 are scheduled for July 14th. Retake day is November 4th. Information on package sizes and cost will be posted on the school website one week prior.

### **PARENT VOLUNTEERS**

Thank you for your interest in volunteering in our school! We are working on a plan for our return to in-person school in the fall. As plans are further detailed, we will have a much better idea of the level of volunteer opportunities we will be able to allow. We do expect that visitors to the buildings may be much more limited than in the past. As a result, we are asking parents who are visiting to enter through the office.

As in the past, the health and safety of our staff, students, and community members will be at the forefront of decisions made concerning visitors and volunteers.

### **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 2021-2022**

The school supply list can be accessed on our school website for your convenience.

## **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 [here](#)).

## **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 will need to enter via the vestibule during the school day as all doors are locked while school is in session.

## **ONE TO ONE TECHNOLOGY USAGE**

### **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 productive online learners and digital community members. 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 (K-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 parents/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 their 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/MacBook student 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 July/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 for the 2021/2022 school year of the device, case, and power cords. Screen repair is also listed. These are subject to change in the 2022/2023 school year. Other specific repair costs are listed on the voluntary insurance form.

Item	Cost
iPad Voluntary Insurance (Yearly, August to August, non-refundable)	\$20
iPad	\$300
iPad Glass	\$100
iPad Power Brick	\$20
iPad Power Cable	\$20
iPad Issued Case (New)	\$30
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 the 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 the 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 Officer or other appropriate legal authorities will be conducted.