



2023-2024 Staff/Family Handbook

Hamilton/SOTA I Elementary

“Learning and Growing Together”

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MISSION

Quality, equitable and innovative educational opportunities for all students.

Programs are designed to develop the student as a whole

Resources are available to provide excellence in education

Accountability to the public

Effective communication and collaboration with the community

VISION

Students will discover their talents and abilities and will be prepared to pursue their dreams and aspirations while contributing effectively to their local, national and global communities.

VALUES

Honesty

Respect

Responsibility

Compassion

Self-Discipline

Perseverance

Giving

Indigenous Land Recognition Statement

We recognize that the School District of La Crosse occupies the land of the Ho-Chunk people. Please take a moment to celebrate and honor this ancestral Ho-Chunk land, and the sacred lands of all indigenous peoples.

HAMILTON/SOTA I SCHOOL STAFF - 2023-2024

PRINCIPAL

Jenna Fernholz

ADMINISTRATIVE ASSISTANTS

Britney Zeimentz

Othelia Fair

COMMUNITY SCHOOL

COORDINATOR

Jon Zinniel

SCHOOL COUNSELOR

Hannah Bertram

SCHOOL SOCIAL WORKER

Courtney Arneson

STUDENT SUCCESS COACHES

Jourdan Stacey - Academic

Carter Semb - Behavior

SCHOOL PSYCHOLOGIST

Leisa Hanson-Fergot

LMC/HPL

Terri Amann

Patti Fuller

ELL

Houa Moua - TA

PRE-SCHOOL

Jessica Johanson

KINDERGARTEN

Anna Jordan

KINDERGARTEN/1ST GRADE

Bobbi Howe

Megan Olson

Traci Schnieder

1ST GRADE

Maria Henry

2ND/3RD GRADE

Maia Backhaus

Madessa Collins

Reid Duddeck

Katherine Erickson

Shelly Staehly

4TH/5TH GRADE

Mike Lawrence

Austin Mickschl

Sophie Goeldner

Grace Tester

Hailey Woods

ART

Bethany Nugent

MUSIC

Mandy Parmeter

PE

Jordan Young

DRAMA

Kim Nofsinger

STRINGS

Isabel Hoff

TITLE

Jenn Speckeen

SPECIAL EDUCATION

Kasey Ingram

Jackson Shaw

Kara Aylsworth

Karen Eichorst

TEACHER ASSISTANTS

Cheryl Anderson

Erica Baus

Kristin Hanson-Schmitz

Judy Johnson

Laura Opperman

Justin Nemec

Jennifer Rose

Sara Sykora

HEALTH ASSISTANT

DISTRICT NURSE

Melissa Kujak

SPECIALISTS

Jarrett Hunt - Specially Designed PE

Lindsey Shay - Physical Therapy

Judith Wodzack - Speech/Language

Laura Tilander -Speech/Language

COOKS

Cook Manager

Shannon Daily

Jenna Krage

CUSTODIANS

Dan Duncanson-Head Engineer

Joe Przywojski

Tanee Xiong

DESCRIPTION OF SUPPORT SERVICES

SCHOOL COUNSELOR

The school counselor helps students succeed in school and plan for their future. They support social-emotional learning, academic/career planning and respond to needs that interfere with learning. The school counselor provides regularly scheduled lessons in each classroom, facilitates small groups as well as meets with students individually.

SCHOOL SOCIAL WORKER

The school social worker supports students and families with social, emotional and life adjustments to school and/or community. The school social worker helps students and families with any personal or family problems that get in the way of involvement at school. The social worker may refer you to a community agency or meet with families to assist with removing barriers.

SCHOOL PSYCHOLOGIST

The school psychologist supports students and families in mental health, learning and behavior to assist students academically, socially, behaviorally and emotionally. They also support systems that address the needs of students with disabilities. The school psychologist engages in assessment, program planning, behavior management, consultation and research activities in order to remove barriers and improve access to academic, social, emotional and behavioral support for students.

COMMUNITY SCHOOL COORDINATOR

The community school coordinator works alongside students, staff, families, and community partners to cultivate a thriving community for all. This person engages and collaborates to understand needs and strengths, learn root causes, explore theories of improvement, form problem-solving teams (Made up of families, staff, community partners, and city-wide level teams.), and coordinates beneficial partnerships to meet immediate needs and cultivate transformational change.

OCCUPATIONAL THERAPIST

This certified individual provides therapy (upon medical recommendation) for any student who has a congenital or acquired disease or condition of such severity that achievement of normal growth and development may be hindered.

PHYSICAL THERAPIST

This certified individual provides therapy that is given upon medical recommendation to students who have neurological dysfunctions, in order to improve general physical condition, functional self-care, effective speech, ambulation, and process toward independence.

SPEECH AND LANGUAGE

The School District of La Crosse provides certified individuals who work with handicapping conditions characterized by a delay or deviance in the acquisition of paralinguistic, receptive, and/or expressive skills of oral communication.

2023-2024 School Calendar

School District of La Crosse

807 East Avenue South
La Crosse, WI 54601
(608) 789-7600



July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Start & End	
September 1	First Day of School
June 5	Last Day of School
Total Student Days: 175	

No School	
August 21-24	New Teacher Induction - No School
Aug. 28-30 (Flex Day is 8/30)	Staff Development - No School
September 4	Labor Day - No School
September 1	First Day of School
September 22	Staff Development - No School
October 16	Family Conferences - No School
October 27	No School
November 3	Staff Development - No School
November 22-24	Thanksgiving Break - No School
Dec 25-Jan 1	Winter Break - No School
January 15	Martin Luther King Jr. Day - No School
January 22	Staff Development - No School
February 9	Staff Development - No School
March 4	Family Conferences - No School
March 28 - April 2	Spring Break - No School
April 19	Staff Development - No School
May 27	Memorial Day - No School
June 5	Last Day of School

Semesters/Quarters	
Quarter 1: September 1 - November 2	
Quarter 2: November 6 - January 19	
Quarter 3: January 23 - March 27	
Quarter 4: April 3 - June 5	

Family/Teacher Conferences	
Family/Teacher Conferences are on October 12 and February 29 from 4:00-7:55 at all levels	

Family Teacher Conferences are on October 16 and March 4 from 12:00-7:50 at elementary levels	
Family Teacher Conferences are on October 16 and March 4 from 4:00-7:50 at middle and high schools	
*Teachers at MS/HS will have PD from 12:00-4:00	

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Emergency Closing Info

Should more than one school day be lost due to an emergency closing, students and teachers will follow the schedule below:

1st Day Missed = Waived

2nd Day Missed = Waived

After 2 Missed = Minutes will be added to the daily schedule to extend the day at each level

Calendar Key	
 No School	 First & Last Day
 Staff Development	 Family/Teacher Conferences 4:00-7:55
 No School: Family Teacher Conference from 12:00-7:50	

2023-2024 School Schedule

HAMILTON

7:45 am Arrival/Breakfast
8:00 am Bell Rings and the school day begins
10:30 AM Preschool Dismissal
2:40 pm Dismissal

On the last day of school, June 5th, students will be dismissed at 11:40 am

SOTA I

7:45 am Arrival/Breakfast
8:00 am School Day Begins
11:45 am Dismissal on Wednesday
3:15 pm Dismissal on Monday, Tuesday, Thursday, Friday

On the last day of school, June 5th, students will be dismissed at 12:15 pm

FAMILY/TEACHER CONFERENCE DATES

FALL:

October 12, 2023
October 16, 2023

SPRING:

February 29, 2024
March 4, 2024

ATTENDANCE EXPECTATIONS

Attendance is the biggest predictor of student success and is essential for the safety of every student.

If your child is ill or will be missing school, please call 608-789-7695 to notify school authorities before 8:00 am on the day of the absence. Please remember we have an answering machine to take your calls after/before office hours. If you are planning to take your student out of school for more than one day, please notify the office and obtain a pre-excused absence form.

NOTE: PLEASE REVIEW VERY CAREFULLY THE ATTENDANCE POLICY FOR THE SCHOOL DISTRICT OF LA CROSSE FOUND AT WWW.LACROSSESCHOOLS.ORG

A COPY OF THE COMPLETE POLICY IS AVAILABLE UPON REQUEST.

- a. A parent may excuse a student for no more than 10 days in a school year for personal reasons (vacation, etc). After 10 days of absences, verification of absence (phone call or written), will not be automatically excused. It is the sole responsibility of the building administrator to determine whether absences are excused or unexcused (Administrative Policy 4310).
- b. Students who are absent because of illness for 5 consecutive days must provide a dated doctor's note verifying the length of absence. At 10 days of accumulated absences per YEAR, a building administrator will require a dated doctor's note for ALL subsequent absences for the absence to be excused. If a note is not received, the absence will be unexcused.
- c. Tardiness is defined as coming late to school. Habitual tardiness will be considered truancy.
- d. An unexcused absence, as determined by the building administrator, for part or all of one or more days will be considered truancy and the La Crosse Police Department.

Please keep in mind that if a student arrives at school after 9:30 a.m., they are considered absent for a ½ day. Students 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 guardian must report to the office to sign the student out of school. Guardians should not go directly to the classroom without stopping in the office for a visitor pass.

BACKPACKS

We encourage students to bring a backpack each day to school. However, backpacks are not allowed in the classroom during the school day. It is expected that they will remain in their locker until the end of the day.

BEFORE/AFTER SCHOOL ACTIVITIES

For safety reasons, students are not allowed to roam the hallways before or after school. Students participating in before or after-school activities are expected to stay with the supervisor of that particular program. The office staff will not assume responsibility for supervising students waiting for an activity to begin or waiting for rides after an activity has ended. Parents/guardians are asked to be on time to pick up students after the activity has ended. Students are not allowed at school until the activity supervisor is present to supervise.

BEHAVIOR EXPECTATIONS

DISTRICT STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

A copy of this document will be available online at 2023-24 Code of Rights and Responsibilities or by request in the main office. The form requiring both parent and student signatures stating that the code has been read and is understood will be mailed with the registration packet.

PBIS -Positive Behavior Intervention Supports

Positive Behavior Intervention Supports (PBIS) a broad range of proactive, systemic and individualized strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students (Sugai, 2007).

In order for the Hamilton/SOTA I environment to be a place for optimal learning, the following matrix has been established so students are aware of what it means to be respectful, responsible and safe whatever setting they may find themselves in while at school.

Expectations	All areas and community	Hallways	Lunch room	Playground	Bathroom	Stairs	Arrival/Dismissal
BE RESPECTFUL	-Listen to adults -Follow directions -Be kind to everyone	-Voice 0 -Adult with class -Wait patiently -Walk to the right, single file	-Voice 2 -Stay in spot -use school language -Listen to adults	-Listen to adults -Follow directions -Share -Take turns -Include others	-Voice 1 -Wait your turn -Respect others' privacy -Respect resources	-Walk -One foot, one step -Walk on right	-Voice 1 -Listen to adults -Wait patiently for bell
BE RESPONSIBLE	-Do your job even if no one is watching -accountable for actions	-Take care of personal items -Get going in timely manner -Keep clean	-Stay in line -Wait patiently -Raise hand for dismissal -Pick up after yourself-area	-Problem solve -Line up when bell/whistle sounds -pick up/return equipment	-Get in, get out -Flush toilet -Wash hands	-On right arm's length in line with the person in front of you	-Be on time -Get to where you need to be -Wait for the bell
BE SAFE	-Walk -Body to self -Maintain personal space	-walk arm's length in line -Body to self -Stay to right -stay in a line	-Walk -Eat your own food -Food for eating only -Body to self	-Feet first on slide -Use equipment properly -No rough play -Rubber chips on ground	-Wash your hands -Stay in your own space -Keep clean	-Walk -One foot, one step -No sliding on rail -No climbing rails	-Keep stairs/hallways clear -Stand to the side -Walk

GOOD BEHAVIOR

When students are seen going above expectations, staff will recognize and reinforce good behavior with a soaring slip.

Super Student Slip



Name:

I was: Respectful Responsible Safe

Students will be taught the expectations for behavior at Hamilton/SOTA I. Students who choose not to demonstrate the behaviors on the matrix, or those found in the Student Code of Conduct, may require more specific plans and consequences. Examples of consequences may be, but not limited to, the following: lunch detention, loss of school privileges, parent notification and/or conference, daily progress report, in-school suspension, out-of-school suspension, police involvement and expulsion.

T-Chart of Behavior

Teacher-Managed Behaviors	Office Managed Behaviors
Minor	Major
Talking Play fighting Disrespectful Off-task Backtalk Running Cheating Dishonest Loud in quiet areas Unkindness Manners Teasing Whining Language	Fighting Causing harm to others Insubordination Threatening (serious) Throwing furniture Vandalizing Weapons Drugs/Alcohol Excessive classroom disruption Profanity directed at someone Spitting with intent Repeated backtalk Harassment (sexual/racial) bullying/intimidation Sexual language/actions

Check-In/Check-Out (CICO)

This program's intention is to create a positive relationship with an adult at school for students who may need extra support. An adult will meet with the student every morning and at the end of the school day to help the student evaluate their daily choices. The staff will give positive (not negative) feedback many times during the day based on the school-wide expectations. CICO forms will go home at the end of each day to get POSITIVE FEEDBACK from home.

*** You will be notified if your child is placed on CICO.**

BOYS & GIRLS CLUB AFTER-SCHOOL PROGRAM

Hamilton/SOTA I is a site for the Boys & Girls Club. A registration form must be on file with the Boys & Girls Club before students may attend. Forms can be accessed through the Boys & Girls Club website or by calling the Boys & Girls Club offices:

- Hamilton site at 789-8461
- Mathy site at 784-5656.

Applications and fees should be submitted to the Boys & Girls Club. For any questions regarding the Boys & Girls Club please call 784-5656.

BREAKFAST/LUNCH/SNACKS

BREAKFAST: A balanced breakfast is served in the cafeteria from 7:45-8:10, students should not bring chips, snacks, sports drinks, coffees, etc. into the cafeteria before school.

LUNCH: A balanced lunch is served to students by grade level.

SNACKS AND OTHER TREATS should be brought for the classroom (unless there is a food allergy).

The breakfast and lunch program is computerized. Each student is issued a "pin number", which allows them to access the money in his/her account or to eat for free. School meal payments can be given to the cafeteria, the office, or paid online through Family Access. Students who receive free or reduced lunch also qualify for a free or reduced breakfast. Students will not be allowed to charge more than \$5.00 on their account daily. **Free or Reduced meals information:** Free and reduced applications must be filled out each year, returned to school, and have it processed by the district office before a free or reduced status can be determined.

We are pleased to inform you that Hamilton is a Community Eligibility Provision (CEP) school while participating in the National School Lunch and School Breakfast Programs for the 2023-2024 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 2023-2024 school year. However, we still encourage families to complete the meal application as grants to support our school are based on this information.

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 is available in the student info update. Families may also complete a paper form if one is requested from the school office. If you have additional questions regarding this exciting program, please contact Kadie Haug at 789-7637.

Note: If your child is 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

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.

BUS POLICY AND RULES

Because safety is our primary concern, student discipline on the school bus is an important matter. A single lapse in the driver's concentration caused by students misbehaving could result in a serious accident. Please remember that the driver is in charge of the bus just as the teacher is in charge of the classroom. Students who are NOT regular bus riders are NOT ALLOWED to ride home with friends who are regular bus riders without a written parental request, prior approval from the bus company, and the principal's signature. This is bus company policy.

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.

CELL PHONE POLICY:

Students may not use cell phones or other 2-way communication devices during school hours unless prior authorization is granted by the building administrator. If a student is seen with their cell phone, they will be considered in violation of this policy. Their use is restricted to outside of the school building and only before or after school. Cell phones must be turned off and stored in a backpack in their locker. The school is not responsible for lost, stolen or broken items. Cell phones will be held in the office for parent/guardian to pick up if expectations are not followed by students.

CLOTHING CLOSET

Accidents happen and sometimes life can turn us upside down. There is a small clothing supply at school to support these types of needs. This clothing closet is not meant to be shopped at but as a resource for all staff to use in an immediate need. If a family is in need of a larger support of clothing, please reach out to the pupil service team for additional resources.

DISTRICT-WIDE PARENT COMMITTEE

The District Wide Parent Committee is a valuable way to promote communication between schools and parents. They meet on a regular basis with Superintendent Aaron Engel.

DRESS CODE

We expect students to have outdoor recess daily, except in severe weather or when a doctor writes an excuse for medical reasons. Therefore, please be sure your child has and wears a coat, boots, snow pants, mittens, hats, etc. during cold weather. Please be sure to mark clothing with the child's name. A final decision as to the appropriateness of dress will be made by the principal.

By state law, physical education is required of students. We expect students to be appropriately dressed for all activities. Gym shoes: students must have tennis shoes for physical education. These shoes should be non-skid or white-bottomed.

We ask parents/guardians to monitor closely the daily dress of their children prior to the child leaving for school. This need for appropriate school dress is an issue we try to spend as little time on as possible, but occasionally a situation will need to be addressed. Common concerns are listed below:

- Students have the right to choose their manner of dress and personal grooming and hygiene unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates a classroom or school disorder.
- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, or other products that are illegal for use by minors is not permitted.
- Shoes with wheels are not allowed due to safety concerns.

Staff members may ask students to remove any chains, beads, rings, necklaces, etc that interfere with learning or compromise the safety of an activity.

EVACUATION SITES

In the event that Hamilton/SOTA I would need to evacuate....

Our primary evacuation site is:

Amie Mathy Center
Viterbo University
811 S. 8th St
La Crosse, WI 54601

Our secondary evacuation site is:

Salzer Square
1205 S. 7th St.
La Crosse, WI 54601

FADS & Trinkets

Students will be unable to bring any items from home that are considered by the administration to be a Fad. Examples may include but are not limited to spinners, blankets, slime and toys. Fads may change throughout the year. Any of these items that are provided by the school and are used as a support tool are not considered to be a fad.

FAMILY NIGHTS

Each month, Hamilton/SOTA I will have a family night to build community and connections with families and staff. It is required that an adult attends with their student. Information will be in the monthly newsletter and flyers to RSVP will be sent home with students.

September 21, 2023
December ?, 2023
March 21, 2024

October 26, 2023
January 18, 2023
April 18, 2024

November 15, 2023:
February 15, 2024
May 16, 2024

FOOD RESOURCES

Supplemental bags of non-perishable food are distributed monthly to families. If a family would like to be added to this list, please contact the main office. If there are multiple students from the same family, the bag will be sent with the oldest child.

HEALTH INFORMATION

ILLNESS AT SCHOOL

Students who become ill during the day **MUST** report to the health office. When necessary, ill students will be sent home after calling a parent.

GENERAL STUDENT HEALTH GUIDELINES

When should your child stay home because of illness?

FEVER: greater than 100 degrees. Students are allowed to return to school when their temperature is normal **WITHOUT** taking any fever-reducing medicine.

VOMITING: return 24 hours after vomiting.

DIARRHEA: return 24 hours after diarrhea.

RASH: rash that is open and draining or a rash with a fever. 10

CONTAGIOUS DISEASES: strep throat, impetigo, or pink eye may return after 24 hours of treatment with antibiotics.

NUISANCE DISEASES: scabies, ringworm - must be treated before returning to school. If you suspect your child might have head lice, it is important to contact the school health room. The school health assistant and/or nurse will follow up with the student.

CHICKEN POX: child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over.

COVID: students who test positive for Covid will be required to stay home through day five after symptom onset. Students may return on day 6, as long as symptoms are improving; masking will be required from day 6 to 10.

Please notify the school office if your child is absent due to illness or injury. If your child has a serious illness or injury that affects school participation, please notify the health assistant or school nurse so a plan can be implemented to meet your child's needs.

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 and EpiPens may be carried with appropriate written consent from a physician.

NON-PRESCRIPTION MEDICATION - Need written consent from parent/guardian 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 require that an adult bring the medicine. Please contact us if you have any questions or if we can be of any assistance. ***A new medication form is needed for each school year.

INTERNET/FAMILY ACCESS

Families with internet access can monitor student progress and lunch account balances from home computers through Skyward Family Access. Contact the school office if you need a reminder of your access login and password.

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.

LOCKERS

Every student will be assigned a locker. Lockers should be kept neat and clean. All student property brought to school and stored in school facilities is subject to search by school personnel should the need arise.

Do not share your locker

Do not leave food in your locker

Report any locker problems to the main office immediately.

It is highly recommended that students bring a sweatshirt to keep in their locker. The temperature in the building can change when it is unexpectedly cold outside or the HVAC system is running.

PARTY INVITATIONS, BALLOONS AND BOUQUETS

Please refrain from distributing party invitations at school. Balloons, candy and flower deliveries at school are discouraged. Those that are delivered will be given to the child at the end of the school day. Latex balloons are not allowed due to allergies.

There are certain times throughout the school year that students may be allowed to bring a special snack for a celebration including birthdays. Snacks should be easily portioned out for students (no sheet cakes for example). We do not have extra utensils, plates, or bowls for snacks.

PASSES

Students are expected to have a pass if they are in the hallway during class time and should be prepared to show their pass to a staff member when requested. Each classroom has passes labeled for the correct location by the classroom door.

PROCEDURE FOR ADDRESSING CONCERNS

On occasion, parents/guardians have questions or concerns regarding their child or a situation that occurred in the classroom or at school. We want to hear those. We do ask that you would follow the following procedure in order to provide the appropriate staff with the opportunity to address the concern. First, please contact the classroom teacher or staff member who was directly involved. Should you feel that the situation was not resolved satisfactorily or have additional questions that couldn't be answered; you may then contact the building principal. The principal will be happy to become involved at that point. The same applies for concerns at the building level. Please allow the building principal the opportunity to address concerns prior to contacting the Director of Elementary Education or Superintendent.

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
- Always lock your bike when leaving it unattended

STUDENT FIELD TRIPS

The Board of Education of the School District of La Crosse recognizes the educational value of field trips and approves of these activities as a significant supplement to regular classroom instruction. A field trip shall be defined as a learning experience wherein students leave their school for a designated period of time under the supervision of school personnel. All field trips shall be educational in nature and shall be a continuation of classroom study or an approved school program. Field trips provide worthwhile and effective learning experiences if appropriate, properly planned, and used to supplement or enhance the curriculum. A follow-up activity should be provided that connects the field trip to the ongoing curriculum.

Students that demonstrate inappropriate behavior during the regular school day may not be allowed to participate on field trips.

SCHOOL PICTURES

School Pictures will be taken on August ?, 2023 during the Back-to-School Open House. Retake will be offered on October ?, 2023

SCHOOL TECHNOLOGY

Student Expectations

- Students shall follow all district policies and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. The building principal will 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 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..
- Students should not install any non-district approved apps or services on iPad. 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 to any personal phones, iPods, other laptops, etc.

- 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 at all times. If the student removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPads must be used with a case at all times.

Snacks and drinks

The only beverage allowed during the school day is water. During lunch, students are able to have juice, but this needs to be finished in the cafeteria. Energy drinks, coffee, soda, water flavorings, etc....are not allowed.

Students are allowed and encouraged to have water in a bottle on their desks.

If a student brings a drink that is not allowed, they will be directed to throw it away or drink it before coming into school.

Gum and candy are NOT allowed in school. It is only acceptable if a teacher decides to allow this for a special occasion.

STUDENT DROP-OFF/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.

- **Entry:**
 - All kindergarten through fifth-grade students should enter through door A before school begins. Breakfast will be served and the door will be open from 7:45-8:00 am.
 - Preschool students will enter through door B from 7:45-8:00 am.
 - Any students arriving tardy at 8:00 or later will need to ring the doorbell at the main entrance to be let in and receive a tardy slip.
 - **Drop off or Pick up.**
 - **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 and pull forward as space allows.
 - Students should use the crosswalks to cross the street and never walk between cars.
 - No double parking or dropping off students to the left of the 7th Street cutout is allowed for the safety of everyone.
 - **Bus Lane.**
 - **Adams Street** (south of school) next to the school is the **Bus Lane only**. **No parking or drop-off should be happening here.**
 - **Parking.**
 - 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.
- *The directions listed above are the permanent Safe Routes Traffic Flow Plan. Information will be sent near the beginning of the school year regarding possible temporary changes due to road construction.**

STUDENTS LEAVING SCHOOL

No student will be allowed to leave the school premises without contact from the parent or a responsible adult, as indicated by the parent on the emergency contact information. If a parent is picking up a student early, they must sign them out through the main office.

VISITOR IDENTIFICATION

During regular school hours all visitors (even regular volunteers) must enter through the vestibule doors and first report to the school office to identify themselves, sign in to our security system with a valid ID, state the nature of their visit, and obtain an identification tag.

All building entry/exit doors are always locked while school is in session. Ring the doorbell outside the vestibule on 7th Street for entry.

VOLUNTEERS

Thank you for your interest in volunteering at our school! The health and safety of our staff, students, and community members will be at the forefront of decisions made concerning visitors and volunteers.

To learn more about volunteer opportunities in our schools, contact the school office.

Before volunteering you will need to have a free and confidential volunteer application completed through our system. Allow at least one week for processing. However, during certain times of the year (beginning of the school year/semester and end of the school year/semester), it can take up to three weeks for processing. To check the status of your application, please contact your child's teacher or the school office. Visit the district website to complete a volunteer application: <https://www.lacrosseschools.org/community/volunteering/>.

VOLUNTEER FORMS AND FIELD TRIPS

Any adult volunteering at school or chaperoning a field trip must have the District Criminal Background Check submitted at least two weeks prior to the volunteering or field trip. You can find the form on the school district website under Parents/Parent Resource/Volunteer Opportunities.

WALKING AND BIKING TO SCHOOL

Walking and biking are healthy ways for students to get to and from school. Students who live near school are encouraged to walk or bike to school as long as they are able to do so safely. School safety patrol members assist students when they need to cross the streets closest to school.

PEDESTRIAN SAFETY RULES

1. Use the crosswalks
2. Obey and respect the crossing guard
3. Cross only at corners so drivers can see you, never cross between parked cars. Drivers can't see you.
4. Look all ways before crossing the street to see cars, pedestrians and bicyclists.
5. When crossing, watch for cars that are turning left or right.

BICYCLE REGULATIONS

1. All bicycles should be walked on sidewalks on school grounds.
2. One rider per bike.
3. Bicycles belong in the bicycle rack, locked if possible.
4. Bicycles are not to be ridden during the noon hour