



2025-2026 Staff/Family Handbook

**Hamilton Elementary School/School of  
Technology & Arts I**

“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 - 2025-2026**

### **PRINCIPAL**

Jenna Fernholz

### **ADMINISTRATIVE**

#### **ASSISTANTS**

Britney Zeimentz

Barb Glenz

### **COMMUNITY SCHOOL**

#### **COORDINATOR**

Jon Zinniel

### **SCHOOL COUNSELOR**

Hannah Bertram

### **SCHOOL SOCIAL WORKER**

Stacey Oliphant Deal

### **STUDENT SUCCESS COACHES**

Traci Schneider - Academic

Carter Semb - Behavior

Madessa Collins - Behavior

Interventionist

### **SCHOOL PSYCHOLOGIST**

Kylah Frederixon

### **LMC/HPL**

Carrie Wuensch-Harden

### **EL**

Lisbeth Novak

Lindsay Cummings

### **PRESCHOOL**

Jessica Johanson

Hannah Gaska

### **KINDERGARTEN**

Bobbie Howe

Anna Jordan

Leah Fread

### **1ST GRADE**

Maria Henry

Grace Worden

Meghan Landsberger

### **2ND/3RD GRADE**

Reid Duddeck

Katherine Erickson

Shelly Staehly

Sophie Goeldner

### **TEACHER ASSISTANTS**

Cheryl Anderson

Erica Baus

Kristin Hanson-Schmitz

Jennifer Rose

Pangdra Vang

Yasser Ahmed

Ava Brosinski

### **4TH/5TH GRADE**

Mike Lawrence

Austin Mickschl

Grace Tester

Jasmine Ross

### **ART**

Heidi Hanneman

### **MUSIC**

Mandy Parmeter

### **PE**

Jordan Young

### **DRAMA**

Kim Nofsinger

### **STRINGS**

Margit Speckeen

### **TITLE I**

Meghann Blakstad

Jenn Speckeen

### **SPECIAL EDUCATION**

Kara Aylsworth

Ryan King

Alyssa Kromke

### **SPECIALISTS**

Lindsey Shay- Physical Therapy

Laura Kish- Occupational Therapy

Laura Tilander- Speech/Language

### **HEALTH ASSISTANT**

Sara Howe

### **CUSTODIANS**

Dan Duncanson-Engineer

Joe Przywojski

Tanee Xiong

### **KITCHEN**

Bret Eilertson

### **DISTRICT NURSE**

Melissa Kujak

## **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, explores theories of improvement, forms 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 the process toward independence.

### **SPEECH AND LANGUAGE**

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

# 2025-2026 School Calendar

| July 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 |

| September 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 31             | 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 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| December 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |    |    |

## 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

## School District of La Crosse

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



## Start & End

August 21 First Day of School

May 29 Last Day of School

Total Student Instructional Days: 175

## No School

August 12-14 New Teacher Induction

August 18-20 Staff Development - No School

September 1 Labor Day - No School

September 26 No School

October 3 Staff Development - No School

October 6 Family Conferences - No School

November 7 Staff Development - No School

November 26-28 Fall Break - No School

December 24-Jan. 4 Winter Break - No School

January 16 Staff Development - No School

January 19 MLK Jr. Day - No School

February 13 No School

March 6 Staff Development - No School

March 9 Family Conferences - No School

March 30 - April 3 Spring Break - No School

May 25 Memorial Day - No School

## Semesters/Quarters

Quarter 1: August 21 - October 24

Quarter 2: October 27 - January 15

Quarter 3: January 20 - March 27

Quarter 4: April 6 - May 29

## Family/Teacher Conferences

Family/Teacher Conferences are on **October 2** and **March 5** at all levels for approximately 4 hours after the regular student instructional day

Family/Teacher Conferences are on **October 6** and **March 9** from 12:00-7:50 at elementary levels

\*Teachers at MS/HS will have PD starting at 12:00 followed by conferences

## NOTES

August 18 is welcome back for all staff

August 15 is flex day for teachers

October 3 is PD for teachers and TAs

| January 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |

| June 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 31        | 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 |    |    |    |    |

## Calendar Key

No School

Staff Development

(No School for Students)

No School: Family/Teacher

Conferences from 12:00-7:50 for elementary

and PD/Conferences from 12:00-7:50 for MS/HS

Family/Teacher Conferences

beginning **after** school for approximately 4 hours

Start/End Dates

## **2025-2026 School Schedule**

7:25 am Arrival/Breakfast  
7:45 am Bell Rings and the school day begins  
10:15 AM Preschool Dismissal  
2:25 pm Dismissal

On the last day of school, May 29th, students will be dismissed at 11:25 am

## **FAMILY/TEACHER CONFERENCE DATES**

### **FALL:**

October 2, 2025  
October 6, 2025

### **SPRING:**

March 5, 2026  
March 9, 2026

## **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 7:45 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](http://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 a referral made to the La Crosse Police Department. Please keep in mind that if a student arrives at school after 8:15 a.m., they are considered absent for a period. 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.

If a student is more than 30 minutes late for a period, it will count as an absence for that period.

Leaving more than 30 minutes early will count as missing at least one class period.

#### Attendance Schedule

- Period 1        7:45 am - 9:25 am
- Period 2        9:26 am - 11:05 am
- Period 3        11:06 am - 12:45 pm
- Period 4        12:46 pm - 2:25 pm

### **ATTENDANCE INCENTIVES**

Regular attendance is crucial for student success, and we want to reward our students for their commitment to being present and on time.

Students who arrive by 7:45 AM daily will be entered into our weekly and monthly drawings. A note from a doctor will excuse absences, ensuring that students can still participate in the drawings.

Weekly Drawings: If students are here by 7:45 AM Monday through Friday, their names will go into a drawing on Friday morning! Each Friday, we will randomly draw five names from each school, and those students will get to pick a prize. Prizes will be displayed in the case near the office.

Monthly Drawings: At the end of each month, there will be a drawing for a special "Lunch Bunch" with a staff member. Lunch will be provided for the students. For example, pizza meals may be provided. Three students from each school will be drawn for the Lunch Bunch prize.

### **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 on our School Documents Page or by request in the main office.

### PBIS -Positive Behavior Intervention Supports

Positive Behavior Intervention Supports (PBIS) is 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.

The Zones of Regulation is a tool we use to help students understand and manage their feelings and behaviors. It uses four colored zones to show how we feel: blue means low energy (like sad or tired), green means calm and ready to learn, yellow means feeling a little extra (like excited or worried), and red means strong emotions (like anger or out-of-control excitement). No zone is “bad”—it just depends on what’s happening and what we need. Students learn how to notice what zone they’re in and use different strategies, like taking deep breaths, asking for help, or using movement, to help themselves feel more in control and ready for the situation.

The **ZONES** of Regulation® Reproducible E The Zones of Regulation Visual

## The **ZONES** of Regulation®

|                                                                                     |                                                                                     |                                                                                                |                                                                                          |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  |  |            |     |
| <b>BLUE ZONE</b><br>Sad<br>Sick<br>Tired<br>Bored<br>Moving Slowly                  | <b>GREEN ZONE</b><br>Happy<br>Calm<br>Feeling Okay<br>Focused<br>Ready to Learn     | <b>YELLOW ZONE</b><br>Frustrated<br>Worried<br>Silly/Wiggly<br>Excited<br>Loss of Some Control | <b>RED ZONE</b><br>Mad/Angry<br>Terrified<br>Yelling/Hitting<br>Elated<br>Out of Control |

| Expectations   | All areas and the community                                                                                                   | Hallways                                                                                                                                                | Lunch room                                                                                                                                                        | Playground                                                                                                                                                       | Bathroom                                                                                                                                              | Stairs                                                                                                                                            | Arrival/ Dismissal                                                                                                              |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| BE RESPECTFUL  | <ul style="list-style-type: none"> <li>-Listen to adults</li> <li>-Follow directions</li> <li>-Be kind to everyone</li> </ul> | <ul style="list-style-type: none"> <li>-Voice 0</li> <li>-Adult with class</li> <li>-Wait patiently</li> <li>-Walk to the right, single file</li> </ul> | <ul style="list-style-type: none"> <li>-Voice 2</li> <li>-Stay in your spot</li> <li>-Use school language</li> <li>-Listen to adults</li> </ul>                   | <ul style="list-style-type: none"> <li>-Listen to adults</li> <li>-Follow directions</li> <li>-Share</li> <li>-Take turns</li> <li>-Include others</li> </ul>    | <ul style="list-style-type: none"> <li>-Voice 1</li> <li>-Wait for your turn</li> <li>-Respect others' privacy</li> <li>-Respect resources</li> </ul> | <ul style="list-style-type: none"> <li>-Walk</li> <li>-One foot, one step</li> <li>-Walk on the right</li> </ul>                                  | <ul style="list-style-type: none"> <li>-Voice 1</li> <li>-Listen to adults</li> <li>-Wait patiently for the bell</li> </ul>     |
| BE RESPONSIBLE | <ul style="list-style-type: none"> <li>-Do your job even if no one is watching</li> <li>-accountable for actions</li> </ul>   | <ul style="list-style-type: none"> <li>-Take care of personal items</li> <li>-Get going in a timely manner</li> <li>-Keep clean</li> </ul>              | <ul style="list-style-type: none"> <li>-Stay in line</li> <li>-Wait patiently</li> <li>-Raise your hand for dismissal</li> <li>-Pick up after yourself</li> </ul> | <ul style="list-style-type: none"> <li>-Problem solve</li> <li>-Line up when bell/whistle sounds</li> <li>-pick up/return equipment</li> </ul>                   | <ul style="list-style-type: none"> <li>-Get in, get out</li> <li>-Flush toilet</li> <li>-Wash hands</li> </ul>                                        | <ul style="list-style-type: none"> <li>-Walk on the right</li> <li>-arm's length in line with the person in front of you</li> </ul>               | <ul style="list-style-type: none"> <li>-Be on time</li> <li>-Get to where you need to be</li> <li>-Wait for the bell</li> </ul> |
| BE SAFE        | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Body to self</li> <li>-Maintain personal space</li> </ul>              | <ul style="list-style-type: none"> <li>-walk arm's length in line</li> <li>-Body to self</li> <li>-Stay to right</li> <li>-stay in a line</li> </ul>    | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Eat your own food</li> <li>-Food for eating only</li> <li>-Body to self</li> </ul>                         | <ul style="list-style-type: none"> <li>-Feet first on slide</li> <li>-Use equipment properly</li> <li>-No rough play</li> <li>-Rubber chips on ground</li> </ul> | <ul style="list-style-type: none"> <li>-Wash your hands</li> <li>-Stay in your own space</li> <li>-Keep clean</li> </ul>                              | <ul style="list-style-type: none"> <li>-Walk</li> <li>-One foot, one step</li> <li>-No sliding on the rail</li> <li>-No climbing rails</li> </ul> | <ul style="list-style-type: none"> <li>-Keep stairs/hallways clear</li> <li>-Stand to the side</li> <li>-Walk</li> </ul>        |

## BEHAVIOR REINFORCEMENT

When Hamilton staff catch students going above expectations, staff will recognize and reinforce good behavior with a hawk slip.

### Hawk Slip



Name:

Awarded for being:

Respectful Responsible Safe

At Hamilton/SOTA I, students are explicitly taught the behavioral expectations outlined in our matrix and the Student Code of Conduct. When students struggle to meet these expectations, it is often an indication that they need additional support in developing key social and behavioral skills. In response, we not only address the behavior but also actively teach students the tools they need to be successful.

This includes instruction in self-regulation, conflict resolution, communication strategies, emotional awareness, and problem-solving. These skills are taught through direct instruction, restorative conversations, social stories, modeling, role-playing, and guided reflection.

When further support is needed, individualized plans and appropriate responses are used to promote growth and ensure the safety and well-being of all students and staff. These responses may include, but are not limited to: lunch detention, loss of school privileges, parent notification and/or conferences, daily progress monitoring, in-school suspension, out-of-school suspension, police involvement, or expulsion.

#### **T-Chart of Behavior**

| Teacher-Managed Behaviors                                                                                                                                                               | Office Managed Behaviors                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minor</b>                                                                                                                                                                            | <b>Major</b>                                                                                                                                                                                                                                                                                                                                      |
| Talking<br>Play fighting<br>Disrespectful<br>Off-task<br>Backtalk<br>Running<br>Cheating<br>Dishonest<br>Loud in quiet areas<br>Unkindness<br>Manners<br>Teasing<br>Whining<br>Language | Fighting<br>Causing harm to others<br>Insubordination<br>Threatening (serious)<br>Throwing furniture<br>Vandalizing<br>Weapons<br>Drugs/Alcohol<br>Excessive classroom disruption<br>Profanity directed at someone<br>Spitting with intent<br>Repeated backtalk<br>Harassment (sexual/racial)<br>Bullying/intimidation<br>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 7:25-7:45. 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 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 2025-2026 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 2025-2026 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 a lunch from home, 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 dietary 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 the bus company's policy.

Bus route information is available through Go Riteway by registering online (found at [lacrosseschools.org](http://lacrosseschools.org) under the Enrollment 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 or smart watch, 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 a 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 is a resource for all staff to use in an immediate need. If a family needs additional support for 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, fidgets, trading cards, 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 each student bring their own adult to supervise them. Information will be in the monthly newsletter, and flyers to RSVP will be sent home with students.

August 19, 2025  
November 20, 2025  
March 26, 2026

September 11, 2025  
January 29, 2026  
April 28, 2026

October 28, 2025  
February 17, 2026  
May 22, 2026

## **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.

## **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.

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 2025-2026 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 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. Medication 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 be brought to the office immediately. 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.

ParentSquare is a simple way for our school to share important updates, messages, and reminders with families. You can use it to get news, talk with teachers, and stay involved in school activities. Contact the school office if you need help accessing the app.

### **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 kept in the office and 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 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 to concerns at the building level. Please allow the building principal the opportunity to address concerns prior to contacting the Director of Elementary Education or the 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 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

## **SCHOOL 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 who demonstrate inappropriate behavior during the regular school day may not be allowed to participate in field trips.**

## SCHOOL PICTURES

School Pictures will be taken during the school day on Thursday, September 4th, 2025. Retake will be offered on Wednesday, October 8, 2025.

## SCHOOL TECHNOLOGY 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 the 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. iPads must be used with a case at all times.
- Here is a link to the training we do with our students: [iPad Boot Camp](#)

## SECOND STEP

Throughout the school year, classroom teachers will be using a program called Second Step with your child(ren). Second Step® Elementary is a research-based program designed to improve students' human skills, including growth mindset, goal-setting, emotion management, kindness and empathy, and problem-solving.

Studies show that these skills can support students' school performance, increase positive social behaviors, and reduce conduct problems such as bullying. Programs that teach these skills can also help create positive classroom and school climates. Second Step Elementary is taught in the classroom, to all students, and helps students develop a common set of skills and strategies that can be practiced, used, and reinforced throughout the school community, including at home.

-  **Unit 1: Growth Mindset & Goal-Setting**
-  **Unit 2: Emotion Management**
-  **Unit 3: Empathy & Kindness**
-  **Unit 4: Problem-Solving**

## 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 in their classroom.

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 7:20 am - 2:45 p.m.

- **Entry:**
  - All Hamilton kindergarten through fifth-grade students should enter through door A for breakfast starting at 7:25. Breakfast will be served and the door will be open from 7:25-7:45 am. SOTA students eating breakfast can enter door A at 7:25. SOTA students not eating breakfast, doors will open at 7:40
  - Preschool students will enter through door A if they plan to eat breakfast at 7:25
  - Any students arriving tardy at 7:45 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.**
  - **7<sup>th</sup> Street** (and cut-out) in front of the school is for **Drop Off/Pick Up only**. **There is absolutely no parking allowed on the 7<sup>th</sup> 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.
  - To reduce congestion at the end of the day, PK-1st grade will exit Door B. 3rd-5th grade will exit Door A.
  - We encourage you to park and walk to pick up your child on 7th Street.
- **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 off street parking that can be used.
  - No Parking areas are designated by the city and could result in a traffic ticket.

## 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.

Please note: Staff are not permitted to physically restrain a student solely to prevent them from leaving the building. If a student is in crisis or attempting to leave, staff will make every effort to help the student de-escalate and remain safe. When a student leaves the building unexpectedly, a staff member will follow to maintain visual contact, and the main office will notify the student's guardian immediately. Law enforcement may be contacted if necessary to ensure the student's safety.

## **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.

Visitors for special events during the school day will also need to sign in at the office. Bring a photo ID to verify your identity.

All building entry/exit doors are always locked while school is in session. Ring the doorbell outside the glass 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 background check 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 Community/Volunteering/Volunteer Application. Only people with an approved background check will be able to volunteer or chaperone a field trip.

## **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. Ask the office if you forget or do not have a bike lock.
4. Bicycles are not to be ridden during the school day.