

Hamilton School District



Marcy Elementary School

Parent/Student Handbook
2018-2019

August 2018

Greetings,

On behalf of the entire Marcy School staff, I would like to welcome your family to Marcy School!

We look forward to working with you in fulfilling the Mission Statement of our school.

*At Marcy School...
We inspire dreams
Celebrate learning
Embrace the future
.... Together!*

This handbook is prepared to service parents and students as a reference point to School Board policies and procedures at Marcy School. We hope that this information is helpful.

As part of the Online Registration Process, you will electronically sign off that you have received the information contained in this handbook.

We look forward to the 2018-2019 school year! Please join us in our continuing effort to provide the very best educational experience possible for your children.

Sincerely,

Michele Trawicki, Principal
Marcy Elementary School

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“It is the policy of the Hamilton School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes, or because of any other reason prohibited by state law. This policy also prohibits student discrimination on the basis of any reason prohibited by federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). The District shall provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect. Requests for accommodations for children with disabilities under Section 504 of the Rehabilitation Act shall be processed pursuant to the Section 504 Procedures. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). Information regarding such program offerings and admission criteria are included in the Student Handbooks and Course Catalogs, which are posted on the District’s website (www.hamilton.k12.wi.us) and available upon request from the School Guidance Office. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Requests for religious accommodations shall be made in writing and approved by the building principal. The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District’s equal educational opportunities policy. Any questions concerning this policy, or policy compliance, should be directed to John Roubik, Director of Human Resources and Organizational Development, Hamilton School District, W220N6151 Town Line Road, Sussex, WI 53089, (262) 246-1973.”

ATTENDANCE

Attendance Laws and Policies

Wisconsin State Law 118.15 states that regular school attendance is required.

The Hamilton School District Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular attendance.

The Hamilton School Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. Wisconsin State Statutes (118.15 and 118.16) require school attendance of a child, ages five (5) to eighteen (18), unless he/she: (1) is excused temporarily for physical or mental reasons, (2) has graduated, or (3) has been authorized to attend an alternative education program. The law further requires that any person having under his/her control a child between the ages of six (6) and eighteen (18) shall require the child to attend school regularly during the full period and hours that school is in session until the end of the quarter of the semester of the school year in which the child becomes eighteen (18) years of age. A habitual truant is a student who is absent from school without an acceptable excuse (s.118.16(4) and s.118.15, Wis.Stats) for part or all of five days on which school is held during a semester.

It is the responsibility of the parent/guardian to provide the reason for his or her child's absence. Parents/guardians are to notify the school of such absences with a phone call and written note stating the reason for the absence. When children are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal/designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

Excused Absences

The principal/designee will excuse students from attendance in school for the following reasons:

- Illness of the student - A medical verification may be required in cases of excessive absences.
- Medical appointment - Such appointments are to be made, whenever possible, when school is not in session. Emergencies and doctor's hours may dictate that students must be excused. Students who have appointments during the day are expected to be at school before and/or after their appointments, if possible.
- Special events - Attendance at special events of significant and important educational value as approved by the principal/designee.

- Exceptional circumstances - Exceptional circumstances approved by the principal/designee such as a death in the family, hospitalization, acute family or personal crises, religious observances and legal appointments which cannot be scheduled outside of the school day.
- Approved family vacations - Family vacations must be taken, whenever possible, when school is not in session. A family vacation is defined as an extended trip the family takes out of the metropolitan Milwaukee area. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence, complete a Vacation Request Form, and arrange for appropriate make-up work. Parents/guardians should understand that such absences could affect the student's academic progress.

Attendance at baseball games, concerts, skip days, picnics, etc., is not excused. Students who attend these events will be considered unexcused. Absences due to oversleeping, car problems, or missing the bus will not be excused.

When to keep your child home from school

- Students with a fever of 100 degrees Fahrenheit or greater should not attend school. **They should be fever free for at least 24 hours without the aid of medications, (ibuprofen, acetaminophen, etc.) before they return.** Please consider keeping a child at home if he or she has a low grade fever along with additional symptoms.
- Students with vomiting or diarrhea should not attend school. They should be symptom free for 24 hours without the aid of medications before they return.
- Students who have a bad cough and/or persistent runny nose should stay home.
- Students with a rash should be kept at home until a physician indicates that they may return to school.
- Students who are diagnosed by their physician with a bacterial infection (e.g. strep throat, pink eye, etc.) and started on antibiotics should remain at home until 24 hours after the antibiotics have been started; longer if they do not feel up to returning to school.
- Students with head lice should be treated for lice prior to returning to school. Please notify the school office if you find lice on your child at home.

Students who attend school with any of the symptoms noted above or who are at school when these symptoms develop will be sent home as soon as the parent or emergency contact can make arrangements for the student.

Sick children belong at home. Your child will benefit, lose less time from school and decrease the risks of serious illness. When your child is kept home, fewer children and staff are exposed to infection.

Absence Procedures

- If a student is going to be absent or tardy from school, the parent/guardian should notify the school office prior to 8:30 a.m. on the day of the absence or prior to that day. Parents may call the school office after hours and leave a message on the attendance line 24 hours per day. If the student has a contagious condition (i.e., measles, mumps, chicken pox), he/she should be kept home to prevent the spread

of infection. The Waukesha County Public Health Division must be contacted in cases of communicable illnesses (262-896-8430).

- If the absence will be for several days, advise the school office at the time of the first call.
- If the student must leave school before the end of the day, a written excuse from a parent/guardian is required. When a student leaves school, he or she will report to the school office to wait for a parent/guardian and be excused.
- Homework may be requested for absences of more than one day during times of illness, but the requests must be made in the school office before 9:00 a.m.
- The principal/designee may call home to verify the absence.
- Students arriving after school has begun are to report to the school office accompanied by a parent or guardian.
- A written excuse from a parent/guardian is required on the day the student returns from an absence whether or not the school has been called prior to that time.
- Please do not e-mail the teacher if a student is absent from school. Parents must contact the office directly to report an absence or request homework.

For more information on attendance and truancy, please see 431-Rule in the Appendix and/or ask to see Board Policy 431.

BEHAVIOR EXPECTATIONS

Specific Classroom and School Behavior Expectations

In the first few days of the school year, each teacher discusses with students the basic principles involved in maintaining a safe and productive classroom environment. Important rules and procedures from this discussion are shared and posted in the classroom. In addition, written school-wide rules about behavior in the halls, on the playground and on the bus are reviewed. Please take time to discuss these expectations with your child sometime during the first few weeks of the school year.

General Rules

Student conduct shall allow healthy, safe and positive educational experiences for all students in the school; efficient operation of the school; and not unduly detract from maximum learning opportunities for all students.

Most important in the solution of behavioral problems is the necessity of resolving problems through parent conferences.

Parents of any student who must stay after school for disciplinary reasons will be required to make transportation arrangements.

Short-term suspension [five (5) days or less] may be imposed by the principal for noncompliance with a school rule(s) or for conduct while at school which endangers the property, health or safety of others.

Due Process

Suspensions: Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent/guardian of a suspended student, if the student is a minor, will be given prompt notice of the suspension and the reason for the suspension. Within 5 school days following the start of the suspension, the student or the student's parent/guardian, if the student is a minor, may appeal the suspension to the District Administrator. The decision of the District Administrator is final.

Expulsions: Prior to any expulsion, the student will be entitled to a hearing before the School Board. The student and the student's parent(s)/guardian(s) if the student is a minor, may be represented at the hearing by legal counsel. At least five days' notice of the hearing will be sent to the student and the student's parent(s)/guardian(s), if the student is a minor. The notice will include the specific grounds for expulsion and the particulars of the student's alleged conduct.

Other discipline: The process that is due to a student before discipline is imposed will depend on the level of discipline and other factors. At a minimum, the student will be advised of the reason for the disciplinary action and will be offered an opportunity to explain his/her actions.

For information on behavior policies, please see the following policies in the Appendix:

411 Equal Educational Opportunity
411.2 Discrimination and Harassment Prohibited
411.2-Rule Student Discrimination and Harassment Complaint Procedures
443.4 Student Alcohol and other Drug Use
443.4-Rule (1) Procedures for Dealing with Student Alcohol and Other Drug Use
443.4-Rule (2) Enforcement Procedures
445.1 Locker Searches
446.3 Student Suspensions
446.4 Student Expulsion

For more information on behavior, please ask to see the following Board Policies:

443.7 Care of School Property by Students
443.8 Aggressive, Antisocial or Criminal Activities by Students
446.2 Student Detentions

District Code of Classroom Conduct

1997 Wisconsin Act 335 requires that beginning August 1, 1999, teachers shall be authorized to remove students from class for reasons specified in a Code of Classroom Conduct adopted by the School Board and the principals are required to place students removed from a class in accordance with procedures outlined in the established code. The Hamilton School District Board of Education has adopted a code which includes:

- Specific reasons for removing a student from class,
- Procedures for determining the appropriate educational placement of a student who has been removed from a class and assigned a placement by the building principal or designee, and
- Procedures for notifying the parent/guardian of a minor who has been removed from class.

A copy of the complete Code of Classroom Conduct is available in the school office.

Dress and Appearance

It is expected that students will attend school clothed and groomed in an appropriate manner. Any article of clothing, manner of hairstyle or make-up which is determined by the staff to interfere with the educational process is prohibited, including, but not limited to, expressions which are obscene, profane, pornographic, advocating pain, death, suicide, or drug or alcohol use. Also, midriff tops and tank tops with oversized armholes or spaghetti straps, and short shorts and short skirts are not appropriate for school wear. Pants must be pulled over undergarments. Hats, sport caps, etc. are not to be worn in the school building unless these items are a part of a planned school activity. Flip flops are strongly discouraged. Students who wear flip flops should bring alternative shoes to be worn during recess and physical education. Similarly, clothing worn during co- or extra-curricular programs must promote health and safety, and must not distract from the purpose of the program. The district will implement the dress code in accordance with federal law regarding reasonable accommodation and prohibiting discrimination. For more information, please ask to see Board Policy 443.1.

Electronic Devices, Toys, and Valuable Items

At the elementary level, students are sometimes tempted to bring to school objects that are distracting, valuable, dangerous or legally prohibited. Electronic devices create both a distraction and a temptation for other children and are too valuable to be brought into an elementary school environment. Should they be brought to school, the Hamilton School District is not responsible for lost or damaged personal devices. The use of walkie-talkies or cell phones is prohibited. When these kinds of items are brought to school, they are held by the principal until they can be returned directly to parents.

For more information on two-way communications devices, please see Board Policy 443.6 in the appendix.

On rare occasions children have brought to school a toy gun, a small scout, utility or pocket knife, etc. to show their friends. These items are considered look-alike or dangerous weapons. If a student brings any of these items to school, the items will be confiscated and the parent(s) notified. The intended use of weapons or look-alike weapons and the frequency with which a child brings them to school will determine discipline procedures, which may include suspension or expulsion from school.

For more information on weapons, please see Board Policy 443.5 in the Appendix.

COMMUNICATIONS

Printed Communications

Each elementary school provides information on school events and activities in regularly published newsletters. These newsletters are sent electronically each week. The school newsletter is also available on the school's link to the district website (www.hamilton.k12.wi.us).

Parent/Teacher Conferences

The Hamilton School District has scheduled time for parent/teacher conferences in October, November and February. However, you do not need to wait for these scheduled dates to conference with a teacher. Our staff members welcome parent/guardian contact at any time.

Report Cards

Kindergarten progress reports are completed twice during the year and are made available for viewing on the Infinite Campus Portal after the end of each semester.

Grades 1 and 2 report cards are completed each quarter and are made available for viewing on the Infinite Campus Portal after the end of each quarter. The student's progress is indicated by the use of the following ratings:

- 4 = Advanced
- 3 = Proficient
- 2 = Progressing
- 1 = Beginning
- X = Not applicable this quarter

Grades 3, 4, and 5 report cards are completed each quarter and are made available for viewing on the Infinite Campus Portal after the end of each quarter. The student's progress is indicated by the use of the following letter grades:

- A = Superior Achievement
- B = Commendable Achievement
- C = Acceptable Achievement
- D = Minimal Achievement
- U = Unsatisfactory Achievement

In grades 3, 4, and 5, Art, Music and Fitness Education progress will be reported at the end of each semester.

The achievement grades for your child reflect the teacher's assessment of your child's performance in relation to grade level standards. Parents/guardians should contact the teacher if there are any questions about the report card.

For additional information on report cards, promotion and retention, please ask to see Board Policy 345.2 and rule, and Board Policy 345.4, and see 345.4 Rules 1 and 2 in the Appendix.

EMERGENCY PROCEDURES

Procedures and Drills

Emergency procedures are posted and reviewed in each classroom. Students will participate in fire, tornado, and lockdown drills throughout the school year.

Accident or Illness Procedure

In the event of an accident or illness while a student is at school, an attempt will be made to contact the home immediately. If there is no answer at home, the parent/guardian will be contacted at his/her place of employment. If we are unable to reach the parent or guardian at work, the emergency phone numbers listed on the Infinite Campus Portal will be called. If the accident or illness appears serious, first aid may be given and an ambulance may be called. Any medical and/or ambulance costs incurred are the responsibility of the parent/guardian.

For more information, please ask to see Board Policies 453.1 and Rules 1 and 2 regarding student accidents and illnesses.

Medication During the School Day

When it is necessary for students to take medication at school, completion of the appropriate permission or consent form is required. Forms are available in the school office or on the district website at www.hamilton.k12.wi.us.

All permission or consent forms require the following information:

1. Physician's name and signature
2. Physician's phone number
3. Name of medication
4. Dosage
5. Time of day to be given
6. Limitations, if any
7. Signature of parent/guardian

District personnel are not allowed to administer prescription medication to students without the proper, written instructions from the physician indicated on the appropriate permission or consent form. Medication must be in its original container. A student's parent/guardian is responsible for delivering medications to and retrieving medications from the school office or healthcare personnel.

Non-prescription medication, such as ibuprofen, acetaminophen, and cough drops, can only be dispensed through the school office if the medication is in its original container,

proper written instructions from the parent are provided and the appropriate permission slip has been signed.

For more information, please ask to see Board Policies 453.4, Exhibits 1 and 2, and Rule regarding Administering Medication to Students.

Health and Accident Insurance

The Hamilton School District does not carry insurance on individual students for accidents that occur while in school, going to and from school, or in any school activity. If you do not have insurance and would like some information concerning affordable insurance for students, please contact Mr. Mike Gosz, Athletic Director/Dean of Students at Hamilton High School at 246-6471 extension 1125.

FEES AND CHARGES

General Fees

Textbooks and reference materials are furnished to students by the school. A fee is assessed to each student at the beginning of the year. Parents/guardians may pay fees at the time of registration via the Infinite Campus Portal (credit or check with no transaction fee for this form of payment). If a check (payable to the Hamilton School District) or cash is sent to school for payment, it is recommended that money be sent in an envelope with the student's name, teacher's name, the amount of money enclosed, and the fee or activity for which the money will be used. If payment is not possible at that time, please contact the principal to make other arrangements.

One-half of the total amount paid may be refunded when a student transfers to another school before the end of the first semester. No refund will be made if the student transfers during the second semester.

Material needs, which should be provided by the students, are indicated on a school supply list. Gym shoes are required of all students on days when participating in fitness education.

If books or other school property are damaged or lost, the parents will be charged a fee accordingly. All incidental fees (school pictures, field trips, music, etc.) will be paid by the parents.

For more information, please ask to see Board Policy 470.

Lunch and Milk

The cost of lunch (including milk) is \$2.60 per day for students and \$3.60 for adults. Milk purchased separately is 35 cents. Parents may deposit money into a student's lunch account via the Infinite Campus Portal (credit or check with no transaction fee for this form of payment). Check or cash may be sent to the school office. Please note that when

sending money to school for your child's lunch account, you must note the student's full name and lunch code on the check or envelope.

Free or reduced price lunches are available for families eligible according to guidelines established by the federal government. Forms are provided for every family prior to the start of the school year through the Infinite Campus Portal.

School Meal Account Charges and Collections

Students choosing to purchase school meals or a la carte items during the lunch period may make payment in the form of cash or check at the time of purchase or by parents/guardians prepaying for school meals and a la carte times through a school meal account. As a courtesy, when a student's school meal account has a low fund balance, the District's computer messaging system reminds parents/guardians to put money into their student's school meal account. Messages will be sent via email, phone call, or text message, as indicated by the parent/guardian when registering the student in the online student information system. For further details, please refer to Hamilton School Board Policy #763, School Meal Account Charges and Collections Policy and Procedures included in the appendix.

Additional Lunch Notes

Students are generally allowed to choose with whom they would like to eat. However, students that are unable to follow the safety rules of the lunchroom may be assigned a seat. Students are asked to try to eat at least half of their lunch before they are dismissed. Students are expected to eat what they bring or what they are served through the lunch line. Food swapping/trading and sharing of utensils is not allowed. Parents and close relatives and acquaintances of children are welcome to join them for lunch. Parents must notify the office by 8:45 a.m. on the day of the visit. This ensures that school staff knows when to expect visitors, can order an extra lunch if needed, and are able to advise visitors of special events or circumstances that may occur on the planned day of the lunch visit.

FIELD TRIPS

Parents/guardians will be asked to fill out and sign permission forms before a student will be allowed to participate in field trips. A fee is often required and usually collected in advance.

For medication information for off-campus fieldtrips, please ask to see Board Policy 453.1 Rule 2.

Students may order bagged lunches for field trips. Parents should complete the request for lunch on the field trip permission form.

HOMEWORK

Homework is assigned in order to allow children time to practice new skills, gain practice in working on long-term projects and/or complete work left unfinished at school. In general, the amount of homework assigned increases each year. Parents should contact their child's teacher if they need more specific information about the nature or amount of homework being assigned their child.

For more information on homework, please ask to see Board Policy 345.3.

IMMUNIZATIONS

State law requires all students to present written evidence of appropriate immunizations within 30 days of being admitted to school. A Student Immunization Record card is given to parents of entering kindergarten students and parents of new students whose records from a previous school do not include a similar document. Please call the school office if you have questions about immunization requirements and/or when additional immunizations have been completed.

For more information on immunizations, please ask to see Board Policy 453.2.

INTERNET USE

Specific guidelines on the appropriate use of computers and Internet, including a parent permission slip for Internet use, are furnished to all students via the online registration process.

For additional information on Internet use, please see Board Policy 365.1 in the Appendix and/or ask to see Board Policies 365.1-Exhibit and 365.1-Rule.

LOST AND FOUND

A box is provided for lost and found articles. Anyone finding articles of value should turn them in to the school office. It is recommended that articles of clothing (i.e., coats, gloves, sweaters, hats, etc.) and lunch boxes be labeled with the name of your child.

PARTY INVITATIONS

To avoid hurt feelings to those not invited, we request that invitations to birthday parties, etc. be sent through the mail rather than distributed at school.

PHYSICAL/FITNESS EDUCATION

Fitness Education meets three times a week. If participation is limited due to an injury or illness, a note from the parent/guardian is required. A doctor's excuse is necessary for extended non-participation.

Appropriate dress and gym shoes are mandatory. The proper shoe consists of tie up laces, rubber gripping sole, and support around the entire foot. If the shoe can easily be pulled off the back of the heel it is unsafe. For your child's safety and that of the other children please insure that your child has the recommended footwear.

RECESS

Students will be expected to go outside for recess except in special cases. Ordinarily, a student who is well enough to be in school is well enough to go outdoors for fresh air. However, in cases where a student has been absent for a long period because of illness or the student has a chronic illness, an exception will be considered. A note from the doctor is required.

The school is not responsible for any personal items that students bring to school to play with on the playground.

King-of-the-Hill, tackle football, and other contact games are not permitted.

SCHOOL CLOSINGS

The school district uses an automated system to call parents about school closings. In addition, all announcements pertaining to the closing of the Hamilton School District schools due to inclement weather will be made on the following radio/television stations:

WDJT-TV 58	WITI-TV 6	WMIL-FM 106.1	WTMJ-AM 620
WHGQ- 102.9	WKKV-100.7	WMYX-99.1	WTMJ-TV 4
WISN-AM 1130	WKLH-FM 96.5	WOKY-AM 920	WXSS-103.7
WISN-TV 12	WKTI-FM 94.5	WQBW-97.3	

The announcements will say there will be no school at the following:

Hamilton School District, Sussex or Hamilton/Sussex High School, Templeton Middle School, Elementary Schools: Lannon, Maple Avenue, Marcy, Willow Springs and Woodside.

Schools may close early because of an emergency. Please make prior arrangements with your child regarding a safe place where he/she may go in the event you are not home and school closes early.

STUDENT INFORMATION CONFIDENTIALITY

Student information is released in a variety of ways in the Hamilton School District. For example, parent volunteers create a school directory for the convenience of families. Student accomplishments are regularly reported to the news media. School events often have programs that recognize the students performing in extracurricular events.

Parents who do not want information about their children released to outside parties must complete a “Release of Information” form within two weeks of receiving this notice. The Hamilton School Board has designated the following as student directory information: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, photographs, degrees and awards received, and the most recent school previously attended.

STUDENT RECORDS CONFIDENTIALITY

All student records the Hamilton School District maintains must remain confidential between the school and the student and their families as required by both law and Board Policy 347.

TRANSPORTATION

Early Arrivals

Students should not arrive at school before 8:30 a.m. Students who arrive prior to 8:30 a.m. may be asked to wait outside on the playground or in the front entryway until the school day begins.

Student Dismissal Precautions

For the safety of our students, the school will not release students to anyone except a parent or guardian without a written note from the parent or guardian. Except in extreme emergencies, a change in a child’s dismissal procedure must be made prior to 2:00 p.m.

For more information on dismissal precautions, please ask to see Board Policy 434.

Walkers and Bike Riders

If a student walks or rides a bicycle to school, a note from the parent/guardian granting permission must be sent to the school office.

For more information on student bicycle use, please ask to see Board Policy 455.2.

Bus Behavior

Student behavior on school buses is a concern of everyone working with pupil transportation. Maintaining open and adequate channels of communication is essential if bus discipline problems are to be understood and resolved.

Transportation to and from school is a privilege which can be terminated (per Attorney General's opinion dated 10/17/72).

The Hamilton School District uses video cameras on school buses to reduce disciplinary problems and vandalism on the bus and allow bus drivers to focus on driving.

Parents/guardians may be notified if there is misconduct by their child on the bus. If misconduct continues after notification, the student's privilege to ride the bus may be suspended by school authorities.

When a misconduct report is filed by the bus driver, the report will be sent home to notify the parent/guardian that subsequent reports may result in suspension of bus riding privileges, or other significant disciplinary actions.

Only students attending district schools and authorized persons may ride the bus to and/or from a school sponsored activity. Students will not be allowed to ride another bus route without administrative permission and only in the event of an emergency.

For more information regarding bus procedures, please reference Board Policy 443.2.

Bus Regulations--Prior to Riding

Prior to boarding the bus (on the road and at school):

- Be at the designated school bus stop five minutes before scheduled pick-up. Buses will not wait. Students shall respect the property and rights of all property owners.
- Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly manner. Do not rush to get on the bus.
- Be courteous. Don't take advantage of other children in order to get a seat.
- If there is not a sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch your step when boarding the bus.
- Do not cross the road to the pick-up point until the bus has stopped, flashing lights are on, and the bus driver gives the signal to cross.

Bus Regulations--While on the Bus

- Keep hands and head inside the bus at all times.
- Assist in keeping the bus safe and clean at all times.

- No eating or drinking, loud talking or unnecessary confusion is allowed at any time while on the bus. This diverts the driver's attention and may result in a serious accident.
- Treat all bus equipment with respect; damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Do not leave books, lunches or other articles on the bus.
- Keep books, backpacks, coats and all other objects out of the aisles at all times. No animals of any type are allowed on the bus at any time.
- Remain on the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Always remain in your seat while the bus is in motion.
- Always be courteous to fellow students, the bus driver, and to passersby.
- Keep absolutely quiet when approaching a railroad crossing.
- The driver is responsible for controlling the bus riders. His/her directions must be obeyed promptly at all times.

Safety Rules--When Leaving the Bus

- Cross the road at least ten feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the bus driver.
- Help look after the safety and comfort of small children.
- Be alert to and obey the danger signal from the driver.
- Riders are not permitted to leave the bus other than at their regular stops unless a written parent request has been approved in advance by appropriate school administration.

Bus Report Procedures

- The first bus report is considered a warning to the student. The student is counseled by the principal/designee and the discussion includes what appropriate bus ridership is. The principal may contact the parents/guardians by phone or letter about the bus report. The bus report will be either mailed or sent home with the student to be signed by the parent/guardian and returned the following day.
- A second bus report will generally result in a minimum of a one-day suspension from riding the bus. Parents have the legal responsibility to see to it that children are in school on days that they are suspended from the bus. Parents/guardians are contacted by phone or letter and the bus report will be either mailed or sent home with the student to be signed by the parent/guardian and returned to school. At this point, a meeting with the student, parents/guardians, principal and a bus company representative may be arranged.

Excessive bus reports may result in the suspension of bus privileges for longer periods of time or for the balance of the school year.

Depending upon the severity of the misbehavior, the Hamilton School District, at any time, reserves the right to remove students from the bus for an unlimited period of time.

For more information on student conduct on school buses, please ask to see Board Policy 443.2.

Who Do You Call If You Have a Question or Concern?

If you have a question or concern about a bus route, a late or early bus, or a bus driver, please call Dairyland Bus Company directly (262-253-4060). Parents have the responsibility to supervise the activities at bus stops before students get on the bus in the morning and after students get off the bus at the end of the day.

If you have questions or concerns about a student discipline matter on the bus, please call the school.

VISITORS AND VOLUNTEERS AT SCHOOL

Parents are welcome and encouraged to visit the school. Parents must contact the classroom teacher prior to a visit to assure appropriate timing. To ensure availability, parents who wish to meet with teachers or administrators should make arrangements with those individuals prior to arriving at school.

For the safety of our students and staff, once the school day has started, all outside doors to the school are locked. Parent visitors and volunteers are required to stop by the school office to register their visit and to get a visitor badge. Parents who are coming to school to pick up their children at the end of the day are asked to park their car in the parking lot (not in the emergency lane in front of the building) and wait for their children in the front of the school.

APPENDIX: RELATED BOARD POLICIES

Some Board Policies of interest to parents and students are provided in this Appendix. A complete set of Board Policies is available in the school office.

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

**INSTRUCTIONAL GOALS AND EXPECTATIONS
LEARNER EXPECTATIONS**

With the support of their families and district staff, students in the Hamilton School District are expected to:

1. Display positive attitudes about learning.
2. Acquire and integrate knowledge and skills.
3. Extend, refine, and apply knowledge and skills.
4. Apply knowledge and skills in meaningful ways.
5. Think critically and creatively.
6. Apply problem solving skills.
7. Communicate and collaborate with others to promote interactive learning.
8. Self-assess their progress and set attainable goals.
9. Select a course of study with the purpose of achieving meaningful goals to reach college or career readiness.
10. Actively engage in learning opportunities and develop and apply the learning to the best of their abilities.
11. Challenge their intellect and display an intrinsic motivation for learning.
12. Accept responsibility for their learning.
13. Follow all rules, directives, and district policies.
14. Treat others within the school with dignity and respect.
15. Attend school and scheduled classes on a daily basis unless ill or excused by school officials.
16. Participate in school-sponsored events and activities according to their level of interest.
17. Register complaints and concerns with those who have the most direct responsibility to correct them.

APPROVED: November 6, 1990

REVISED: June 21, 2004
April 4, 2006
May 21, 2012

REVIEWED: June 15, 2015

PARENT RIGHTS AND THE CURRICULUM

Parents of Hamilton School District students have the right to inspect, upon request, any instructional materials used as part of the educational curriculum for the student. The district will grant all parent requests for reasonable access (as determined by the building administrator) to instructional materials within ten school days of the request.

The district will make reasonable accommodations with regard to examinations and other academic requirements based on a student's sincerely held religious beliefs. Parents/guardians may make requests for accommodations based on sincerely held religious beliefs to the building principal. The principal shall review the request and render a decision in accordance with state and federal law. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Parents/guardians may appeal the principal's decision in accordance with district guidelines.

This policy and its implementing guidelines shall be published annually in the district and in the student and staff handbooks.

LEGAL REF.: Protection of Pupil Privacy Provision of the General Education Provisions Act (20 U.S.C, Section 1232h)
Sections 115.35 Wisconsin Statutes
118.01(2)(d)2c
118.019 (3) and (4)
PI 9, Wisconsin Administrative Code
PI 41, Wisconsin Administrative Code

CROSS REF.: 341.41, Human Growth and Development Instruction
347, Student Records
361, Educational Materials Selection
381, Teaching About Controversial Issues
411, Equal Educational Opportunities
433.1, Release Time for Religious Instruction
449, Student Surveys
871, Public Complaints About Educational Materials
Special Education Policy and Procedure Manual

APPROVED: November 6, 1990

REVISED: August 16, 1993
June 21, 2004
October 4, 2005
May 15, 2006

REVIEWED: June 21, 2010

REVISED: June 18, 2012

REVIEWED: June 15, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

**GUIDELINES FOR REQUESTING ACCOMMODATIONS
BASED ON A STUDENT'S RELIGIOUS BELIEFS**

1. Parents/guardians are responsible for reviewing the guide prior to contacting teachers or school administrators with questions and concerns dealing with curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course will be available for inspection by the parent/guardian.
2. Requests for exclusion of a child from any school-authorized course, or portions of a course, must be made by the parent/guardian in writing to the building principal, and must include an explanation of the reason for said request. The request must also identify that portion of the specific curriculum to which the request applies.
3. The written request will be evaluated by the building principal, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling, in writing within 10 days of receiving the request.
4. If the request is approved, the student will be assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher.
5. If principal approval for the request is denied, the parent/guardian may appeal the decision in writing to the Director of Human Resources and Organizational Development, District Administrator, and if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days unless the parties involved agree to an extension of time.

If after completing the above process a parent/guardian is still dissatisfied with the district's decision, he/she shall be informed of his/her right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision.

LEGAL REF.: PI 9 and PI 41, Wisconsin Administrative Code

APPROVED: August 16, 1993

REVISED: June 21, 2004

May 15, 2006

REVIEWED: June 21, 2010

REVISED: June 18, 2012

REVIEWED: June 15, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

CRITERIA FOR PROMOTION OF FOURTH AND EIGHTH GRADE STUDENTS

Consideration shall be given to the following criteria when determining whether to promote a student from grade four to grade five and from grade eight to grade nine:

A. State Test Score

The student has attained proficiency in each of the subject areas assessed on the state test for that grade level (language arts, reading, mathematics, science, social studies, and writing).

B. Academic Performance

The student has demonstrated academic competency through meeting grade level curricular expectations.

C. Teacher Recommendations

The student has demonstrated academic competency through district/grade level assessments, classroom performance or other appropriate means.

D. Other academic-related information regarding the student as deemed appropriate (e.g., individualized education programs).

APPROVED: September 5, 2000

REVIEWED: June 21, 2004

REVISED: September 5, 2006

REVIEWED: June 21, 2010
June 18, 2012
June 15, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

RETENTION PROCEDURES

A. ELEMENTARY SCHOOL RETENTION

1. Retention Considerations

In determining whether a student might benefit from repeating a particular grade level of instruction, the following will be considered:

- a. **State Test Score** (if applicable) - The student has not attained proficiency in one or more of the subject areas assessed on the state fourth grade test.
- b. **Academic Performance** - The student is between one and two years below performance expectations in academic areas.
- c. **Teacher Recommendations** - The student does not demonstrate competency on district/grade level assessments.
- d. **Other Criteria**
 - (1) Motivation - The student has the ability to achieve but is not motivated.
 - (2) Maturity -The student exhibits immature social behavior, tends to identify and associate with younger students, and evidences academic and developmental delays.

2. Process for Making Retention Decisions

As soon as a student is identified "at-risk of retention," the principal or counselor will submit the student's name to the building intervention team for discussion. This team consists of the principal, teacher, social worker, psychologist, counselor, reading specialist and/or other appropriate staff. The purpose of the building intervention team meeting will be to determine if everything is being done to assist the student in being successful.

The following activities and actions will be taken as a part of the retention process at the times indicated:

a. **First Quarter**

Teachers will assess student progress and identify alternative programming and/or intervention strategies for students not meeting academic achievement expectations. The results of those assessment(s) will be discussed with the parents/guardians of the concerned students. Retention is not discussed with parents/guardians at this time.

b. **Second Quarter**

The strategies/interventions implemented during the first quarter will be monitored and evaluated. If progress is not satisfactory, the teacher(s) will discuss with the principal the result of the evaluation.

c. **Second Semester**

- (1) The principal will convene the building intervention team to assess the student's progress and develop further alternatives for the remainder of the year.
- (2) A parent conference will be held to review what has been done, the student's progress, and future plans including the possibility of retention.
- (3) Teachers will confer frequently with parents/guardians to update them on their student's progress through the second semester.
- (4) Near the end of the school year, the principal will convene a meeting with the parents/guardians and appropriate school personnel to determine the student's placement for the following school year.
- (5) The principal will assume the responsibility of formalizing, in writing, the school's final decision concerning the student's placement for the following year and will convey the decision to parents/guardians.

- (6) The parents/guardians, having received the formal school decision will indicate their support or nonsupport in writing to the principal. Although parent input will be sought, it will not be the deciding factor in the decision.
- (7) The school's written recommendation and the parent/guardian written response related to the decision will be placed in the student's behavioral record.
- (8) In instances where a decision is made to retain a student over the objections of the parent/guardian, the parent/guardian may appeal the school's decision to the Director of Human Resources and Organizational Development whose decision shall be final.

B. MIDDLE SCHOOL RETENTION

1. Retention Considerations

In determining whether a student might benefit from repeating a particular grade level of instruction, the following will be considered:

- a. **State Test Score** (if applicable) - The student has attained proficiency in one or more of the subject areas assessed on the state eighth grade test.
- b. **Academic Performance** -The student fails two or more academic subjects, two or more quarters.
- c. **Teacher Recommendations** - The student does not demonstrate competency in district/grade level assessments.
- d. **Other Criteria** -
 - (1) Motivation - The student has the ability to achieve but is not motivated.
 - (2) Maturity - The student exhibits immature social behavior, and/or is consistently disruptive to the learning environment and evidences developmental delays.

2. Process for Making Retention Decisions

Students experiencing lack of success as seen in mid-quarter and quarterly reports shall be reviewed by respective teaching teams for the purpose of identifying alternative ways in which learning can take place.

Early problem identification will be followed by appropriate communication with parents/guardians, including conferencing.

After both second-quarter and third-quarter grade reporting, a building intervention team will review the records of all students showing little progress in two or more courses for the purpose of bringing district-wide resources to the matter. The team will consist of persons such as the principal, teacher, social worker, psychologist, counselor, reading specialist, and/or other appropriate staff. In its work, the building intervention team will consider student age and maturity, any special education needs according to Chapter 115 of the state statutes, summer school performance, and any additional information that may bear on the matter.

Discussions regarding students showing little progress in academic coursework may include the teaching team, guidance staff, and parents/guardians for purposes of developing strategies to achieve the necessary success to avoid retention.

Parents/guardians will be notified in writing of the potential for retention at the beginning of the fourth quarter. During the fourth quarter, the student's progress will be carefully monitored by the building intervention team. After the building intervention team reviews student progress, the principal will make the final decision and communicate the retention decision to the parents/guardians, in writing, before the end of the school year. Participation in promotional summer school for grade advancement may be an option for those students who have been retained.

Parents/guardians may appeal the principal's decision to the Director of Human Resources/Organizational Development thereafter. The school's written decision and parent/guardian written response related to the decision will be placed in the student's behavioral record.

APPROVED: November 6, 1990
REVISED: August 21, 2000
REVIEWED: June 21, 2004
REVISED: September 5, 2006
REVIEWED: June 21, 2010
REVISED: June 18, 2012
REVISED: June 15, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

STUDENT USE OF INFORMATION TECHNOLOGY

The Hamilton School District provides students access to information technology as a means to further the educational goals and objectives of the district. Information technology enables students to explore thousands of libraries, databases, research facilities, and educationally relevant resources.

Any student using information technology will be instructed in its proper and ethical use including appropriate interactions with other individuals on social networking web sites and in chat rooms, cyber bullying awareness and response and will be expected to abide by established acceptable use guidelines. Internet access is a privilege, not a right. Information technology may be used for educational research, communication and collaboration purposes consistent with the educational goals and objectives of the district. Misuse of information technology may result in loss of use privileges and/or disciplinary action. If the misuse constitutes a criminal offense, appropriate legal action may be taken.

In accordance with federal law, a technology protection measure (i.e., Internet filter) shall be in operation on the network as one-means of limiting access to inappropriate or harmful material on the Internet including visual depictions that are obscene or child pornography. The classroom teacher is responsible for supervision of students while they are using information technology. The building principal or designee shall oversee information technology use by students and staff in his/her building.

LEGAL REF.: Sections 118.001 Wisconsin Statutes
 120.13
 121.02 (1)(h)
 943.70
 947.0125
 Title 17 U.S. Code
 Children' s Internet Protection Act
 Neighborhood Children' s Internet Protection Act (as amended)
 Children' s Online Privacy Act
 Broadband Data Improvement Act of 2008

CROSS REF.: 110, Educational Philosophy and Objectives
 310, Instructional Goals and Expectations
 335, Copyright of District-Developed Curriculum Materials
 341.20, Information and Technology Literacy Program
 343.3, Distance Education
 343.35, On-line Learning Opportunities

347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
361.1, Use and Duplicating of Copyrighted Materials
365.1, Student Use of Information Technology
365.1-Rule(1), Student Information Technology and Network Use Guidelines
365.1 Exhibit 1, Acceptable Technology Use Agreement
365.1 Exhibit 2, Acceptable Use Agreement for Student Use of Personal Technology Devices on School Grounds
411.2, Discrimination and Harassment Prohibited
411.3, Bullying
522.7, Staff Use of Information Technology
522.7-Rule (1), Guidelines for Staff Use of Information Technology and Network
522.7-Exhibit 1, Acceptable Use Agreement for Employee Use of Personal Technology Devices on School Grounds
526, Personnel Records
823, Access to Public Records

APPROVED: September 3, 1996

REVISED: December 4, 2001

REVIEWED: June 21, 2004

REVISED: February 19, 2007
April 20, 2009

REVIEWED: June 21, 2010

REVISED: May 1, 2012

REVIEWED: June 15, 2015

REVISED: January 2, 2018

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

EQUAL EDUCATIONAL OPPORTUNITIES

The Hamilton School District will not deny any person admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or any other reason prohibited by state or federal laws or regulations as required by Section 118.13 of the statutes, or because of any other reason prohibited by state law. This policy also prohibits student discrimination on the basis of any reason prohibited by federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal (See Board policy 334 and its implementing rule). Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect.

All District career and technical education opportunities will be offered to students on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). Information regarding such program offerings and admission criteria are included in the Student Handbooks and Course Catalogs, which are posted on the District's website (www.hamilton.k12.wi.us) and available upon request from the School Guidance Office. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

Requests for accommodations for children with disabilities under Section 504 of the Rehabilitation Act shall be processed pursuant to the Section 504 Procedures.

Complaints regarding the interpretation or application of this policy shall be processed pursuant to Board Policy 411-Rule. District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy. Any questions concerning this policy, or policy compliance, should be directed to John Roubik, Director of Human Resources and Organizational Development, Hamilton School District, W220N6151 Town Line Road, Sussex, WI 53089, (262) 246-1973.

The Nondiscrimination and Harassment Policy and accompanying complaint procedures shall be published at the beginning of the school year and posted in each school building in the district. A copy of the Policy and complaint procedures shall also be provided upon request. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9 and 41, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
McKinney-Vento Homeless Education Assistance Act

CROSS REF.: 334, Parent Rights and the Curriculum
411-Rule, Student Discrimination Complaint Procedures
411.1, Multicultural Relations
411.2, Discrimination and Harassment Prohibited
411.2-Rule, Discrimination and Harassment Complaint
Procedures
420-Rule 3, Procedures for Enrollment and Placement of
Homeless Children and Youth
Special Education Handbook

APPROVED: September 21, 1987

**Hamilton School District
Equal Education Opportunities**

411

REVISED: February 5, 1991
September 3, 1991
August 21, 1995
January 2, 2001
August 19, 2002
June 21, 2004
June 3, 2008

REVIEWED: June 21, 2010

REVISED: June 18, 2012
October 21, 2013
July 21, 2014
July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

DISCRIMINATION AND HARASSMENT PROHIBITED

1. The Hamilton School District will not deny any person admission to, any public school in this district or be denied participation in, deny any person the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the Statutes or any other reason prohibited by state law. This policy also prohibits student discrimination on the basis of any reason prohibited by federal law, including Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). The Hamilton School District specifically prohibits students from discriminating against or harassing others based on any of the characteristics described in this paragraph. This policy does not, however, prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need.
 - a. "Discrimination" means any action, policy or practice, including bias, stereotyping and pupil harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on age, sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law that perpetuates the effects of past discrimination.
 - b. "Harassment" means behavior towards students based, in whole or in part, on sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

2. Harassment can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following:
 - a. Physical or mental abuse;
 - b. Racial, ethnic or religious insults or slurs;
 - c. Unwelcome sexual advances or touching;
 - d. Sexual comments, jokes, stories or innuendos;
 - e. Display of sexually explicit or otherwise offensive posters, calendars or materials;
 - f. Making sexual gestures with hands or body movements;
 - g. Referring to others as a doll, babe or honey;
 - h. Intentionally standing close or brushing up against others;
 - i. Inappropriately staring at others or touching his or her clothing, hair or body;
 - j. Whistling at others, cat calls; and
 - k. Asking personal questions about a person's sexual life.
3. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the Hamilton School District, but also for each individual. The District specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and pre-judging harassment or discrimination complaints. The District's policy prohibiting harassment applies to all students, whether at school, at school-sponsored co-curricular, extracurricular or social functions, or otherwise.
4. Any staff member who engages in harassment or discrimination or retaliates against another person because of harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge and/or referral to law enforcement agencies if appropriate.

**Hamilton School District
Discrimination and Harassment Prohibited**

411.2

5. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the Hamilton School District and/or referral to law enforcement agencies if appropriate.
6. School employees are required to report any incident(s) of discrimination and/or harassment that they witness or are otherwise made aware of. Students and other third parties are strongly encouraged to report such incident(s) of discrimination and/or harassment. Discrimination and harassment complaints shall be filed in accordance with established District complaint procedures. If a student believes he or she has been discriminated against in violation of Board Policy 411, the student should file a complaint pursuant to the Student Discrimination Complaint Procedures in 411-Rule. If an employee believes he or she has been discriminated against or harassed in violation of Board Policy 511, the employee should file a complaint pursuant to the Employee Discrimination and Harassment Complaint Procedures in 511-Rule. All other complaints should be filed pursuant to the Discrimination and Harassment Procedures in 411.2-Rule. It is important that students, staff members and volunteers inform designated administrators about inappropriate conduct as soon as possible, because the District cannot do anything to remedy the problem if the District does not know that the problem exists.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9 and 41, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
McKinney-Vento Homeless Education Assistance Act

CROSS REF.: 341.15, Guidance and Counseling Services
345.1, Grading Systems
346, Student Assessments
361, Educational Materials Selection
370, Interscholastic and Extracurricular Activities
377, Interscholastic Athletics

**Hamilton School District
Discrimination and Harassment Prohibited**

411.2

411, Equal Educational Opportunities
411.1, Multicultural Relations
411.2-Rule, Discrimination and Harassment Complaint
Procedures
411.3, Bullying
420, School Admissions
443, Student Conduct
446, Student Discipline
454, Reporting Child Abuse/Neglect
460, Student Awards and Scholarships
511, Discrimination and Harassment of Employees Prohibited
760, Food Services Management
840, Public Gifts to the Schools
871, Public Complaints about Educational Materials
Special Education Handbook

APPROVED: February 4, 1992

REVISED: October 20, 1997
August 19, 2002
June 21, 2004

REVIEWED: June 27, 2007
June 21, 2010

REVISED: June 18, 2012
October 21, 2013
July 21, 2014

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

If any person believes that he or she has been harassed or discriminated against in violation of Board Policy 411.2, he or she should follow the following procedures. The following timelines apply unless all parties agree to an extension.

- Step 1. The District will attempt to resolve discrimination and harassment complaints on an informal basis, if the complainant asks to do so. Upon a complainant's request, the building principal/designee will meet with the complainant and, if applicable, the alleged harasser/offender. If the parties resolve the matter, the principal/designee will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the complainant may present a complaint in writing to request formal investigation of the complaint.

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

- Step 2. To begin the formal complaint process, a complainant must submit a written complaint to the Director of Human Resources and Organizational Development at:

Hamilton School District
W220 N6151 Town Line Road
Sussex, WI 53089
262-246-1973

Complaint forms are available in each school office. The Director of Human Resources and Organizational Development or his/her designee will send the complainant written acknowledgment of the complaint within 10 days after receiving the complaint.

- Step 3. The District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. The Director of Human Resources and Organizational Development or his/her designee shall conduct the investigation or appoint an investigative team or independent consultant to do so.

The Director of Human Resources and Organizational Development or designee will prepare a written report regarding the investigation, including a description of the District's conclusions and, if appropriate and allowed by law, any action taken. The Director of Human Resources and Organizational Development or designee shall send a copy of the report to the complainant, District Administrator, and if applicable, the alleged harasser/offender and the school board within 35 days after the District receives the complaint. The report shall include a notice of the right to appeal the decision to the District Administrator.

- Step 4. If the complainant is not satisfied with the report of the Director of Human Resources and Organizational Development, a written appeal may be submitted to the District Administrator within ten (10) calendar days after the report is sent by the Director of Human Resources and Organizational Development, indicating the nature of the disagreement. The District Administrator/designee may schedule a meeting of all parties to review the issues presented in the appeal. The District Administrator shall provide a written response outlining the findings and disposition of the appeal within ten (10) calendar days from the date the appeal is filed. The response shall include a notice of the right to appeal the decision to the Board of Education.
- Step 5. If a party is not satisfied with the results of the investigation report or the District Administrator's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within 10 days after the District sends the investigation report to the parties. The Board of Education will review the record and send a written decision to the parties and the district administrator within 25 days after receiving the appeal. Before issuing a decision the Board may, at its discretion, hold a private conference with the parties.
- Step 6. If either party is not satisfied with the decision of the Board of Education, the party may appeal the decision to the State Superintendent within 30 days after receipt of the Board's decision. Parties should send appeals to the following address:

**Hamilton School District
Discrimination and Harassment Complaint Procedures**

411.2-Rule

State Superintendent
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

Nothing in this procedure shall preclude a student or parent from pursuing a discrimination or harassment complaint through the avenues provided by state or federal law. For example, complainants may file a complaint with the U.S. Department of Education's Office for Civil Rights. Students with a disability under Section 504 of the Rehabilitation Act may also request a Section 504 due process hearing.

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed, and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

LEGAL REF.: Section 118.13 Wisconsin Statutes
 PI 9 and 41, Wisconsin Administrative Code
 Title IX, Education Amendments of 1972
 Title VI, Civil Rights Act of 1964
 Section 504 of the Rehabilitation Act of 1973
 Americans with Disabilities Act of 1990
 Individuals with Disabilities Education Act
 McKinney-Vento Homeless Education Assistance Act

**Hamilton School District
Discrimination and Harassment Complaint Procedures**

411.2-Rule

CROSS REF.: 411, Equal Educational Opportunities
411.1, Multicultural Relations
411.2, Discrimination and Harassment Complaint Procedures
Special Education Handbook

APPROVED: October 20, 1997

REVISED: August 19, 2002
June 21, 2004

REVIEWED: June 27, 2007

REVISED: October 20, 2008

REVIEWED: June 21, 2010

REVISED: June 18, 2012
October 21, 2013
July 20, 2015

BULLYING

The Hamilton School District Board of Education supports an educational environment that is free of bullying. It is the policy of the District that its students, employees, or volunteers will not be allowed to engage in any form of bullying or intimidation toward other students, employees, or volunteers.

“Bullying” is deliberate verbal or non-verbal behavior which is intended to humiliate or harm another person, and which negatively impacts the educational environment or the other person’s physical, emotional, or psychological well-being. For example, bullying may include, but is not limited to, physical contact or the threat of physical contact, threats, or name-calling. Bullying may involve an imbalance of power and is typically behavior that is repeated over time. Bullying may be motivated by an actual or perceived distinguishing characteristic, such as age, national origin, race, ethnicity, religion, sex, sexual orientation, physical attributes, physical, mental, emotional or learning disability, or social or economic status.

"Intimidation" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats.

Behaviors characterized as bullying or intimidation are prohibited in all schools, buildings, or property owned, leased, or used by the District, including school buses and school vehicles. Bullying or intimidation behavior is also prohibited at all school-sponsored and school-supervised events and activities.

Cyberbullying is prohibited and includes, but is not limited to, the use of information and communication technologies (e.g., cell phones, computers, websites, social media, and e-mail) to bully, intimidate, threaten, abuse, or harass a student. Cyberbullying is prohibited regardless of whether it is done on school property or at a school-sponsored or school-supervised event or activity.

If a student or a student’s parent/guardian believes the student has been subjected to bullying/intimidation, the student or parent/guardian should report the incident(s) to the classroom teacher or activity supervisor for informal investigation and resolution. The parent/guardian of a child involved in an alleged bullying incident will be notified. If the issue is not resolved to the satisfaction of the student and/or student’s parent/guardian, the student and/or parent/guardian may appeal to the principal for informal investigation and resolution.

If an employee or volunteer believes they have been subjected to bullying/intimidation, they should report the incident to the principal or volunteer supervisor for an informal investigation.

Reports of bullying/intimidation may be made verbally or in writing. The reports will be investigated promptly and kept confidential within the bounds of the District's investigation and the law. Any teacher who receives an informal complaint of bullying shall investigate the complaint, take action to resolve the matter and inform the principal. At any time during the process, or upon receiving the teacher's report, the principal may decide to further investigate the incident(s) or take further action. The principal shall document any such investigation or action taken. The principal shall also investigate, take action to resolve the matter and document any appeals made by a student or parent/guardian challenging the teacher's findings/resolution.

If the investigation determines that the reported behavior was in fact bullying/intimidation, the offender will be subject to discipline, up to and including discharge, suspension, expulsion, and referral to social services or law enforcement agencies. Cyberbullying, regardless of where it originated, will be subject to the same discipline if the investigation determines that it interfered with the educational process or endangered the property, health, or safety of another at school or under school supervision.

If a student or parent is not satisfied with the outcome of the informal investigation, the student or parent may request a formal investigation by submitting a written complaint pursuant to the District's Discrimination and Harassment Complaint Procedures (411.2-Rule).

If an employee is not satisfied with the outcome of the informal investigation, the employee or volunteer may request a formal investigation by submitting a written complaint pursuant to the District's Employee Discrimination and Harassment Complaint Procedures (511-Rule).

School employees are required to report incidents of bullying/intimidation that they witness or are made aware of. Third party witnesses are strongly encouraged to report such incidents. Efforts will be made, when requested, to maintain the confidentiality of a witness's identity unless the witness is requested to testify in a hearing. Retaliation against any individual who reports bullying/intimidation or participates in a bullying/intimidation investigation is strictly forbidden by the District. Anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge, suspension, expulsion, or referral to social services or law enforcement agencies.

Education, intervention and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff. The Administration and staff will inform students and staff that the Hamilton School District does not tolerate bullying or intimidation and will take all necessary and appropriate action to eliminate it, up to and including discharge or expulsion of offenders.

This policy and complaint procedure will be made available to all students and their parents/guardians on an annual basis. Employees will be informed of the policy on an annual basis. A copy of the policy will also be provided to any person who requests it.

LEGAL REF.: Sections 118.01(2)(d)8 Wisconsin Statutes
118.02(9t)
118.46
947.013 (Harassment)
947.0125 (E-mail Harassment)
948.51(2)(Hazing)
PI 9.03(1)(b) Wisconsin Administrative Code

CROSS REF.: 323.1, Special Observance Days
323.1-Exhibit, Special Observance Days
411.2, Discrimination and Harassment Prohibited
411.2-Rule, Discrimination and Harassment Complaint

Procedures

443.6, Student Use of Cell Phones, Two-Way Communication and Other Communication or Recording Devices
443.8, Aggressive, Antisocial or Criminal Activities by Students
446, Student Discipline
446.3, Student Suspension
446.4, Student Expulsion
511, Discrimination and Harassment of Employees Prohibited
511-Rule 1, Employee Discrimination and Harassment Complaint Procedures
Computer Acceptable Use Agreement
Current Employee Agreements

APPROVED: October 20, 2008

REVISED: September 7, 2010
October 21, 2013

REVISED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

ATTENDANCE/TRUANCY PROCEDURES

The following procedures have been adopted for dealing with absences and trancies in the Hamilton School District:

- A. Teacher Responsibilities - Each teacher shall:
 - 1. Keep a daily record of attendance for all students.
 - 2. Report absences to the school office each period/day. Attendance record data shall be recorded on the individual student's permanent record.

- B. Paraprofessional Responsibilities – The administrative assistant/paraprofessional shall:
 - 1. Keep a daily log of all calls to parents/guardians.
 - 2. Generate a daily attendance list of students who are absent and give it to the principal or designee. Parents/guardians of absent students without prior written excuse will be called.

- C. Notification Requirements
 - STEP 1: Without advance written notice, the administrative assistant/paraprofessional will call the home seeking the reason for the student's absence. The principal or designee will determine whether the reason is acceptable or not acceptable. A written note signed by the student's parent/guardian, must be submitted upon the student's return to school.

 - STEP 2: For the first four (4) unexcused full or partial absences, the following actions will be taken:
 - a. There will be an administrative review, looking for patterns of absence and determining if social or learning problems are a cause of the student's truancy or if a change in the student's program might resolve the truancy.

- b. A "K-12 Truancy Letter" or "Medical Excuse Letter" will be sent to the parent/guardian via registered or certified or first-class U.S.P.S. mail and e-mail. Parents of open enrollment students will also be sent an Open Enrollment Habitual Truancy Letter via registered or certified or first-class U.S.P.S. mail and e-mail, which informs the parents that open enrollment may be terminated if the pupil is habitually truant.
- c. The school social worker and/or guidance counselor should attempt contact with the student and/or parent/guardian. This also can involve the student being discussed by a building child assistance team for early intervention options.
- d. Consequences for unexcused absences by students in grades 6-12 will be scheduled, i.e. detention, supervised study program, in-school suspension, community service, loss of parking privileges as appropriate, truancy referral. Discipline forms will be completed. The forms will be sent to the principal, guidance counselor and social worker.
- e. A student/parent/guardian conference will be scheduled to discuss the student's truancy.

STEP 3: For the fifth (5th) unexcused absence, the following actions will be taken:

- a. A final administrative review of the truancy pattern should occur with consultation with the social worker and guidance counselor.
- b. The "Notification of Habitual Truancy Letter" should be sent to the student's parent/guardian via registered or certified or first-class U.S.P.S. mail and e-mail outlining the following information:
 - (1) A statement of the parent's/guardian's responsibilities under state law to cause the student to attend school regularly.
 - (2) A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.

- (3) A request that the parent/guardian meet within five school days with the principal, school social worker and counselor to discuss the student's truancy. (The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place). With consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five school days.
- (4) A statement of the penalties under state law that may be imposed on the parent/guardian if he/she fails to cause the student to attend school regularly as required by state law.

A copy of the student's attendance record should be attached to the letter. The letter may be hand-delivered to the parent/guardian by the social worker.

- c. A copy of the letter should be sent to the social worker and counselor.
- d. A meeting should be scheduled with the principal, social worker and counselor and the student's parent/guardian. At this meeting, the status of the student should be reviewed including:
 - Credit/academic status
 - Current academic progress
 - Factors contributing to truancy
 - Additional/different educational options
 - Referral possibilities
- e. Parents of open enrollment students will be sent an Open Enrollment Status Rescinded Due to Habitual Truancy Letter via registered or certified or first-class U.S.P.S. mail and e-mail, which will outline the following information:

- (1) If the District determines that a student attending the District through the full-time open enrollment program is habitually truant from the District during either semester in the current school year, the District may prohibit the student from attending the District through the full-time open enrollment program in the succeeding semester or school year.
- (2) The District's determination that the student is habitually truant.
- (3) Notice that the child's open enrollment status will be terminated at the conclusion of the semester or school year.
- (4) Appeal procedures.

A copy of the student's attendance record should be attached to the letter. The letter may be hand-delivered to the parent/guardian by the social worker.

STEP 4: If further absences occur after parent/guardian/student conference and/or habitual truancy notification, the following actions will be taken:

- a. A truancy referral by the social worker or guidance counselor will be made to the appropriate county agency for legal action.
- b. The social worker will act as district coordinator for completing truancy referrals, paperwork and court representation.

CROSS REF.: District Truancy Plan

APPROVED: September 5, 1989

**Hamilton School District
Attendance/Truancy Procedures**

431-Rule

REVISED: January 3, 1990
 February 5, 1991
 September 1, 1998
 January 8, 2002
 June 1, 2004
 May 1, 2007

REVIEWED: June 21, 2010

REVISED: June 18, 2012
 December 15, 2014
 July 20, 2015
 June 18, 2018

**HAMILTON SCHOOL DISTRICT
SUSSEX, WI**

STUDENT ALCOHOL AND OTHER DRUG USE

No student may use, possess, distribute, sell, manufacture, or be under the influence of any quantity of drugs, alcohol, or tobacco while on school property or while involved in any school-related or school-sponsored activities, whether on or off school property.

For the purpose of this policy:

“Drugs” include, but are not limited to, drug paraphernalia, hazardous inhalants, copycat or synthetic drugs, and look-alike drugs (substances that are represented as drugs regardless of the true nature of the substance). Prescription medication will be exempt from this policy only when used by the individual for whom the medication was prescribed, and in the manner and amount prescribed. Over the counter medication will be exempt from this policy when used consistently with the stated purpose of the medication, and in the manner and amount directed.

“Alcohol” includes, but is not limited to, copycat or synthetic alcohol and look-alike alcohol (substances that are represented as alcohol regardless of the true nature of the substance).

“Tobacco” includes, but is not limited to, cigarettes (including clove cigarettes, bidi cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute and look alike forms of cigarettes); cigars, loose tobacco, smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine, and other substances containing tobacco or nicotine.

Students who violate this policy, or refuse to submit to required breath testing for the presence of alcohol as provided in Board Policy 443.4-Rule (1), shall be subject to disciplinary action in accordance with established procedures as well as referral to the appropriate law enforcement authorities.

**Hamilton School District
Student Alcohol and Other Drug Use**

443.4

In order to provide for a school environment free of chemical abuse, the Hamilton School District will utilize its instructional programs to meet present drug and alcohol abuse education including:

- 1) Choices which lead to drug and alcohol abuse, and
- 2) Facts regarding legal, social, physical and psychological results arising from abuse.

A copy of this policy and any implementing rules shall be distributed annually to students and their parents/guardians.

LEGAL REF.: Sections 118.126 Wisconsin Statutes
 118.127
 118.257
 118.45
 120.13(1)
 125.02 (8m)
 125.037
 125.09(2)
 939.22(15) and (42)
 Chapter 961
 Individuals With Disabilities Education Act (IDEA)

CROSS REF.: 443.4-Rule (1), Procedures for Dealing with Student Alcohol and
 other Drug Use
 443.4-Rule (2), Enforcement Procedures
 443.6, Student Use of Cell Phones, Two-Way Communication and
 Other Communication or Recording Devices
 445, Student Searches
 445.1, Locker Searches
 446.3, Student Suspension
 446.4, Student Expulsion
 453.4, Administering Medication to Students
 457, Student Assistance Program
 833. Use of Tobacco and Nicotine Products on School Premises

APPROVED: June 21, 1982

**Hamilton School District
Student Alcohol and Other Drug Use**

443.4

REVISED: February 5, 1991
September 3, 1991
June 4, 1996
January 7, 1997

REVIEWED: August 19, 2002

REVISED: June 1, 2004
June 27, 2007

REVIEWED: June 21, 2010
June 18, 2012

REVISED: June 16, 2014

REVIEWED: July 20, 2015

**PROCEDURES FOR DEALING WITH STUDENT
ALCOHOL AND OTHER DRUG USE**

A. Definitions

1. "Drugs" include, but are not limited to, drug paraphernalia, hazardous inhalants, copycat or synthetic drugs, and look-alike drugs (substances that are represented as drugs regardless of the true nature of the substance). Prescription medication will be exempt from this policy only when used by the individual for whom the medication was prescribed, and in the manner and amount prescribed. Over the counter medication will be exempt from this policy when used consistently with the stated purpose of the medication, and in the manner and amount directed.
2. "Alcohol" includes, but is not limited to, copycat or synthetic alcohol and look-alike alcohol (substances that are represented as alcohol regardless of the true nature of the substance).
- 3.
4. "Tobacco" includes, but is not limited to, cigarettes (including clove cigarettes, bidi cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute forms of cigarettes); cigars, loose tobacco, smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine, and other substances containing tobacco or nicotine.
5. Hazardous inhalants: A substance that is ingested, inhaled, or otherwise introduced into the human body in a manner that does not comply with any cautionary labeling that is required for the substance under s. 100.37 or under federal law, or in a manner that is not intended by the manufacturer of the substance, and that is intended to induce intoxication or elation, to stupefy the central nervous system, or to change the human audio, visual, or mental processes. This includes but is not limited to solvents, gasoline, paint thinner, glue, white out, aerosols, amyl and/or butyl nitrate, nitrous oxide (laughing gas), etc.
6. Drug paraphernalia: Drug paraphernalia as defined by state or federal law.
7. Alcohol abuse problem: Anyone identified under the influence of alcohol in violation of Board policy.
8. Drug abuse problem: Anyone identified under the influence of drugs in violation of Board policy, whose use is not under the supervision of a licensed physician.

**Hamilton School District
Procedures for Dealing with Student Alcohol
and Other Drug Use**

443.4-Rule (1)

B. Referral of Suspected Problem

1. The staff member suspecting a drug or alcohol abuse problem will refer the student to the principal, or his/her designee.
2. A school psychologist, counselor, social worker, nurse or any teacher or administrator designated by the Board who engages in alcohol or drug abuse program activities shall keep confidential any information received from a student that the student or another student is using or is experiencing problems resulting from the use of alcohol or other drugs, except as otherwise specifically provided by law.
3. Student lockers are the property of the Hamilton School District and may be searched at any time for any reason. Students will be notified of this policy upon being assigned a locker.
4. While working with a minor student's parent(s)/guardian, or an adult student, the principal or his/her designee will determine if a counselor, a school nurse or doctor should see the student. An additional referral to special student services personnel may be made. A counselor will monitor the situation after any referral, if recommended by the principal or his/her designee.
5. The student may be subject to disciplinary action following a referral. Such discipline shall be in accordance with state law and established procedures. After the evidence has been explained to the student, he/she shall be given an opportunity to explain his/her version of the alleged offense.
6. At school-sponsored events, chaperones will notify the principal or his/her designee of suspected drug or alcohol abuse problems. The principal or his/her designee will investigate, and, if necessary, will notify the student's parent or guardian and/or initiate other steps outlined in Board policy.
7. A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has a reasonable suspicion that the student is under the influence of alcohol in violation of Board policy. Such test shall be administered by a law enforcement officer or trained school official, and shall be administered in accordance with state law. A student may be disciplined for refusing to submit to a breath test.

**Hamilton School District
Procedures for Dealing with Student Alcohol
and Other Drug Use**

443.4-Rule (1)

LEGAL REF.: Sections 118.126 Wisconsin Statutes
 118.127
 118.257
 118.45
 120.13(1)
 125.02 (8m)
 125.037
 125.09(2)
 939.22 (15) and (42)

Chapter 961
PI 11, Wisconsin Administrative Code
Individuals with Disabilities Education Act (IDEA)

CROSS REF.: 443.4-Rule (2), Enforcement Procedures
 443.6, Student Use of Two-Way Communication or Paging Devices
 445, Student Searches
 445.1, Locker Searches
 446.3, Student Suspension
 446.4, Student Expulsion
 457, Student Assistance Program
 Hamilton Extra Curricular Activity Handbook

APPROVED: February 5, 1991
REVISED: September 3, 1991
 March 17, 1992
 November 2, 1993
 June 4, 1996
 January 7, 1997

REVIEWED: August 19, 2002

REVISED: June 1, 2004
 June 27, 2007

REVIEWED: June 21, 2010

REVISED: July 21, 2014

REVIEWED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
SUSSEX, WI**

ENFORCEMENT PROCEDURES

The administration will take the following steps when the Board's student alcohol and other drug abuse policy is violated:

A. Definitions

"Drugs" include, but are not limited to, drug paraphernalia, hazardous inhalants, copycat or synthetic drugs, and look-alike drugs (substances that are represented as drugs regardless of the true nature of the substance). Prescription medication will be exempt from this policy only when used by the individual for whom the medication was prescribed, and in the manner and amount prescribed. Over the counter medication will be exempt from this policy when used consistently with the stated purpose of the medication, and in the manner and amount directed.

"Alcohol" includes, but is not limited to, copycat or synthetic alcohol and look-alike alcohol (substances that are represented as alcohol regardless of the true nature of the substance).

"Tobacco" includes, but is not limited to, cigarettes (including clove cigarettes, bidi cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute and look alike forms of cigarettes); cigars, loose tobacco, smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine, and other substances containing tobacco or nicotine.

B. Violations

1. Suspected of using or possessing tobacco, as defined by Board Policy 443.4:
 - a. Contact parent or guardian
 - b. Progressive discipline including, but not limited to, in school suspension, Saturday School, out of school suspension, pre-expulsion conference, municipal citation
 - c. May contact police
 - d. Contact Student Assistance Program
2. Suspected of using or being under the influence of drugs or alcohol, as defined by Board Policy 443.4:

**Hamilton School District
Enforcement Procedures**

443.4-Rule (2)

- a. Contact parent or guardian
 - b. Possible suspension
 - c. May contact police
 - d. May recommend parent or guardian seek student drug screen or, in the case of alcohol, may require student to submit to a breath test to determine the presence of alcohol
 - e. Contact Student Assistance Program
3. Possession of drugs or alcohol, as defined by Board Policy 443.4:
- a. Confiscate drugs/paraphernalia and/or alcohol
 - b. Contact police (if the conduct is a violation of law)
 - c. Contact parent or guardian
 - d. Suspension
 - e. May recommend pre-expulsion conference/expulsion
 - f. Contact Student Assistance Program
4. Selling and/or distribution of drugs or alcohol, as defined by Board Policy 443.4:
- a. Confiscate drugs or intoxicants
 - b. Contact police (if the conduct is a violation of law)
 - c. Contact parent or guardian
 - d. Suspension
 - e. Refer to Hamilton Board of Education for expulsion
 - f. Contact Student Assistance Program
5. Refusing to submit to a required breath test to determine the presence of alcohol (cases will be handled on an individual basis using any or all of the following alternatives):
- a. Contact parent or guardian
 - b. Possible suspension
 - c. Contact Student Assistance Program
 - d. May contact police
 - e. May recommend parent or guardian seek drug screen or blood test to determine presence of alcohol
6. A second violation of Board Policy 443.4, or a violation of two prohibitions outlined in Board Policy 443.4, will result in the following:
- a. Contact parent or guardian
 - b. Refer to police (if conduct is a violation of law)
 - c. Suspension
 - d. May recommend pre-expulsion conference or expulsion

**Hamilton School District
Enforcement Procedures**

443.4-Rule (2)

7. A third violation of Board Policy 443.4, or a violation of three prohibitions outlined in Board Policy 443.4 will result in the following:
 - a. Contact parent or guardian
 - b. Refer to police (if conduct is a violation of law)
 - c. Suspension
 - d. Immediate referral to the Board for expulsion.

C. Emergency

1. Contact 911
2. Contact parent or guardian
3. Arrange for appropriate transportation if necessary (an emergency vehicle and/or parent or guardian may transport a student to the appropriate health care facility. In such cases when a student is transported to a health care facility, a district representative will, by separate vehicle, accompany such student).

CROSS REF.: 443.4-Rule (1), Procedures for Dealing with Student Alcohol and Other Drug Use
446.3, Student Suspension
446.4, Student Expulsion
457, Student Assistance Program

APPROVED: February 5, 1991

REVISED: October 17, 1991
June 4, 1996
January 7, 1997

REVIEWED: August 19, 2002

REVISED: June 1, 2004
June 27, 2007

REVIEWED: June 21, 2010
June 18, 2012

REVISED: June 16, 2014
REVIEWED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

WEAPONS ON SCHOOL PREMISES

No one, including someone with a state-issued concealed carry license, shall possess a dangerous weapon or look-alike weapon on school premises, or at school sponsored activities, except as specifically outlined below:

- (1) Weapons under the control of law enforcement personnel are permitted.
- (2) Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal.
- (3) Weapons properly registered and handled during authorized community use of school facilities may be permitted.
- (4) No student may possess a firearm at any time at school or while under the supervision of a school authority.
- (5) Off-duty, retired and "qualified" out-of-state law enforcement officers may possess a firearm in school zones.

The Board defines a dangerous weapon or look-alike weapon as a firearm, knife, razor, karate stick, metal buckle, chains, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

In addition, the unlawful use or possession of pepper spray is prohibited on school premises or at school sponsored activities. A minor may possess pepper spray on school grounds or at a school sponsored activity without violating state law if the minor's parent/guardian or legal custodian purchased/gave the device or container to him or her and has informed the building administrator in writing that the student will be in possession of the pepper spray on school grounds or at a school sponsored activity.

A look-alike weapon used as a prop for a school activity pre-approved by a school administrator or Hamilton Fine Arts Center (HFAC) Coordinator and under the supervision of an adult is not considered a weapon.

Law enforcement officers shall be contacted as soon as possible to handle weapons situations that threaten health and safety. If there is not time in a given situation or the situation warrants immediate action, the school staff should attempt to confiscate the weapon.

Any person violating this policy shall be referred to law enforcement officials for prosecution under applicable laws.

A student who violates this policy shall also be subject to discipline as determined by the building principal. Discipline shall include suspension and/or expulsion in accordance with state and federal laws and established District procedures. A dangerous weapon(s) taken from a student will be reported to the student's parents/guardians.

This policy shall be published annually in student handbooks and the District's newsletter.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
 941.26 (4)(k)
 948.60
 948.605
 948.61
 2015 Wisconsin Act 23
 Gun-Free Schools Act of 1994
 Individuals with Disabilities Education Act (IDEA)

CROSS REF.: 446, Student Discipline
 446.1, Corporal Punishment/Use of Force
 446.3, Student Suspension
 446.4, Student Expulsion

APPROVED: February 5, 1991

REVISED: August 19, 1991
 August 21, 1995
 June 1, 2004
 June 27, 2007

REVIEWED: June 21, 2010
REVISED: June 18, 2012
 April 28, 2014

REVIEWED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

**STUDENT USE OF CELL PHONES, TWO-WAY COMMUNICATION
AND OTHER COMMUNICATION OR RECORDING DEVICES**

Student use of cell phones, electronic paging or two-way communication devices during school hours is prohibited, except as specifically authorized by the building principal or in accordance with Acceptable Use Agreement for Student Use of Personal Technology Devices on School Grounds (365.1-Exhibit 2). Any student found violating this policy shall be disciplined accordingly.

No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room, dressing room, or other area where privacy is an expectation at any time.

No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room, dressing room, or other area where privacy is an expectation.

Persons violating this policy shall be subject to school disciplinary action and possible legal referral.

The building principal shall annually inform students of this policy.

LEGAL REF.: Section 118.258 Wisconsin Statutes
175.22, Wisconsin Statutes

CROSS REF.: 365.1-Rule (1), Student Information Technology and Network Use
Guidelines
365.1-Exhibit (2), Acceptable Use Agreement for Student Use of
Personal Technology Devices on School Grounds
446, Student Discipline
731.1, Locker Room Privacy

APPROVED: February 5, 1991

**Hamilton School District
Student Use of Cell Phones, Two Way Communication
and Other Communication or Recording Devices**

443.6

REVISED: August 19, 1991
 June 4, 1996
 February 17, 2003
 June 1, 2004
 June 27, 2007
 September 2, 2008
 June 21, 2010
 June 18, 2012
 July 20, 2015

Page 2 of 2

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

LOCKER SEARCHES

School authorities have an interest in the preservation and maintenance of the property, health, and safety of others and in the maintenance of order for all those in the schools of the district.

The school provides lockers for the convenience of students to be used solely and exclusively for the storage of outer garments, footwear, and school-related items. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the Hamilton School District. Although the district expects students to assume full responsibility for the security and contents of their lockers, at no time does the district relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a school employee specifically designated by the district administrator or building principal, a police school liaison officer, or a law enforcement or other agency official at the request of or in conjunction with school authorities.

Any unauthorized item(s) found in the locker may be removed. The Item(s) removed from the locker may be confiscated or held for disciplinary proceedings, turned over to law enforcement officials, or returned to the parent(s)/guardian(s) of the student. The adult student or parent(s)/guardian(s) of a minor student shall be notified of item(s) removed from the locker or those which are against school rules or policies.

Students will be notified of the student locker search policy through the student handbook distributed annually. The Hamilton School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers.

LEGAL REF.: Sections 118.32 Wisconsin Statutes
 118.325
 948.50

CROSS REF.: 445, Student Searches

APPROVED: September 1, 1998

REVISED: June 1, 2004
 June 27, 2007

REVIEWED: June 21, 2010
 June 18, 2012
 July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

STUDENT SUSPENSION

A student may be suspended by the district administrator, or any principal or teacher designated by the principal for not more than the period of time authorized by law, if it is determined that the student is guilty of one of the following and that suspension is reasonably justified:

1. Noncompliance with Board policies and rules;
2. Noncompliance with rules made by the district administrator, principal or teacher designated by the principal with consent of the Board;
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
4. Conduct while at school or while under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
5. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or
6. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of a District employee or Board member.

Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

Suspension is required if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) while at school or under the supervision of a school authority, except where the firearm was possessed while the student was legally hunting in a school forest if allowed by the Board under Wis. Stat. § 120.13(38).

**Hamilton School District
Student Suspension**

446.3

Students shall be suspended from school in accordance with all applicable state and federal laws and established District procedures. The District will follow all applicable state and federal laws and established District procedures regarding the discipline of students with disabilities.

Suspended students shall be allowed to make up examinations and other assignments missed during the suspension in accordance with the District's school attendance policy.

LEGAL REF.: Section 118.16(4)(b), Wisconsin Statutes
120.13 (1)(b), (bm) Wisconsin Statutes
120.13(38), Wisconsin Statutes
18 U.S.C. 921(a)(3)
Gun-Free Schools Act of 1994
Individuals with Disabilities Education Act

CROSS REF.: 431, Compulsory Student Attendance
446, Student Discipline
446.3-Rule, Suspension Procedures
446.4, Student Expulsion

APPROVED
IN PART: April 28, 1980

REVISED: February 5, 1991
September 3, 1991
August 21, 1995
June 21, 2004
June 27, 2007

REVIEWED: June 16, 2008
June 21, 2010
June 18, 2012

REVISED: June 16, 2014

REVIEWED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

STUDENT EXPULSION

The Board shall expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that the student engaged in one of the following types of conduct, and is satisfied that the interest of the school demands the student's expulsion:

1. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
2. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others;
3. The student engaged in conduct while not at school or while not under the supervision of a school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority;
4. The student engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of a District employee or Board member; or
5. The student engaged in other conduct outlined in state or federal law which requires a student's expulsion from school.
6. The student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason only applies to students 16 years of age or older).

Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

Expulsion of not less than one year is required if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) while at school or under the supervision of a school authority.

**Hamilton School District
Student Expulsion**

446.4

Student expulsion proceedings shall be conducted in accordance with all applicable state and federal laws and established District procedures. The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements. The District will follow all applicable state and federal laws and established District procedures regarding the discipline of students with disabilities.

LEGAL REF.: Section 120.13(1)(c), (e), (g), and (h), Wisconsin Statutes
18 U.S.C. 921(a)(3)
Gun-Free Schools Act of 1994
Individuals with Disabilities Education Act

CROSS REF.: 446, Student Discipline
446.3, Student Suspension
446.4-Rule, Expulsion Procedures

APPROVED

IN PART: April 28, 1980

REVISED: February 5, 1991
September 3, 1991
August 21, 1995
June 30, 2004
June 27, 2007
June 16, 2008

REVIEWED: June 21, 2010

REVISED: June 18, 2012

REVIEWED: June 16, 2014
July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

STUDENT INSURANCE

The Hamilton School District is not responsible for health or accident insurance for individual students. Parents are encouraged to provide, at their own expense, health and accident insurance for their children. Students without family coverage may receive information regarding health and accident insurance through the high school athletic/activities office.

LEGAL REF.: Section 120.13(2) Wisconsin Statutes

CROSS REF.: 722.1, Accident Reports

APPROVED: February 18, 1980

REVISED: February 5, 1991
June 30, 2004

REVIEWED: June 27, 2007

REVISED: June 18, 2012

REVIEWED: JUNE 15, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

LOCKER ROOM PRIVACY

Locker rooms are provided for the use of physical education students, athletes and other activity groups, student supervisors or individuals authorized by the building principal or Board policy. The district recognizes the privacy rights of individuals using the locker room and shall take reasonable measure to protect an individual's privacy.

The district shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

1. No cameras, video recorders, or other devices that can be used to record or transfer images may be used in locker room, dressing room, or other areas where privacy is an expectation.
2. Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room, dressing room, or other area where privacy is expected.
3. No media is allowed access to locker rooms before, during, or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with district policy and school rules.
4. Other persons are not allowed to enter the locker room unless authorized by the building principal or designated locker room supervisor if authorization is given.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

This policy shall be posted in every school locker room in the district.

**Hamilton School District
Locker Room Privacy**

731.1

LEGAL REF.: 120.13 (35) Wisconsin State Statutes
175.22

CROSS REF.: 443.6, Student Use of Cell Phones, Two-Way Communication
and Other Communication or Recording Devices
821, News Media Relations
830, Community Use of School Facilities
836, Use of Fitness Center Facility
860, Individuals Presence in School Buildings
861, Visitors to the School

APPROVED: September 2, 2008

REVIEWED: November 4, 2014
July 20, 2015

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

USE OF VIDEO MONITORING SYSTEMS

Video Monitoring on School Grounds

The Hamilton School District authorizes the use of video cameras on school grounds as outlined in this policy for the primary purpose of preventing disciplinary problems and vandalism on its premises.

Parents/guardians will be notified once a year that video cameras are being used in the school entrances and in the high school parking lot and driveways, and a sign will be placed at the entrances of each school building and at the entrances of the high school parking lot and driveways indicating that video cameras may be present. Such notification will be included in student handbooks.

Video and Audio Monitoring System on School Buses

The Hamilton School District authorizes the use of video/audio cameras on school buses as outlined in this policy for the primary purpose of preventing disciplinary problems and vandalism on buses, thereby allowing the drivers to focus on the driving of the bus and providing for safer transportation of students.

Parents/guardians will be notified once a year that video/audio cameras are being used on the buses, and a sign will be placed at the front of each bus indicating that video/audio cameras may be present. Such notification will be included with student handbooks and/or distribution of individual bus route information sent to each bus rider.

Viewing, Use, and Confidentiality of Recordings

District, Board members, and law enforcement officers individually designated by the Board and assigned to the District, are authorized to view the recordings for the purpose of documenting a problem and determining which students may be involved.

The District administrator or designee may authorize persons employed by the District who are required to be DPI-licensed, such as a school guidance counselor, school psychologist, or school social worker, to view segments of specific recordings if such individuals have a legitimate educational interest in the recordings. In addition, the bus company manager and/or bus drivers may view the recordings for the purpose of resolving a problem.

**Hamilton School District
Use of Video Monitoring Systems**

751.4

An adult student or the parent or guardian of a minor student to which a recording relates may view the isolated segment of the recording after it has been appropriately redacted (if redaction is required by applicable state or federal laws). A District administrator will view the video recording with the student and/or his/her parent/guardian. A log will be kept of the date and names of the individuals viewing the video recording and provided to the Director of Business Services.

The recordings will not be available for viewing by other individuals unless required by applicable state or federal laws.

Disciplinary action may be taken with students or personnel based on recordings in accordance with applicable state and federal laws and Board policies and regulations. Information obtained from recordings may also be used to support the orderly operation of the District's schools and facilities and for any other purpose permitted by state and federal laws and Board policies and regulations. Recordings obtained may be used as evidence in any disciplinary proceeding, administrative proceeding, or criminal proceeding, subject to state and federal laws and Board policies and regulations.

Recordings may become a part of a staff member's personnel file that are subject to rules regarding personnel records under state and federal laws and as outlined in Board policies and regulations. Recordings of students may be considered student records that are subject to rules regarding student records under the Wisconsin Pupil Records Law and the Family Educational Rights and Privacy Act (FERPA) and as outlined in Board policies and regulations.

Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Any student who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action up to and including expulsion. Any employee who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action up to and including termination of employment. Any employee who uses the video cameras or recordings in a manner that is inconsistent with this or other Board policies or regulations shall be subject to disciplinary action up to and including termination of employment.

LEGAL REF.: Chapter 19, subchapter II
Sections 118.125 Wisconsin Statutes
118.13
120.13(1)
121.52(2)

CROSS REF.: Family Educational Rights and Privacy Act (FERPA)
347, Student Records
443.2, Student Conduct on School Buses

Hamilton School District
Use of Video Monitoring Systems
751.4

443.2-Rule, Bus Rider Rules
446, Student Discipline
720, Safety Program
751.2, School Bus Safety
823, Access to Public Records
882.1, Relations with Law Enforcement Authorities
894, Relations with Educational Researchers

APPROVED: March 5, 1996

REVISED: December 7, 2004
September 4, 2007
June 21, 2010

REVIEWED: July 21, 2014
November 4, 2014

REVISED: July 20, 2015

**HAMILTON SCHOOL DISTRICT
SUSSEX, WI**

**SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS POLICY AND
PROCEDURES**

The District will follow a prepayment system for students who pay the full-price or reduced price for school meals (lunches) and for students who wish to obtain a la carte items. Parents/Guardians are responsible for keeping money in a school meal account to pay for meals and a la carte items. Prepaying for school meals and a la carte items through a school meal account, or payment in the form of cash or check at time of purchase, is required before these items may be obtained. School meal account procedures are as follows:

1. School meal accounts will be reviewed daily. As a courtesy, when a student's school meal account has a low fund balance (equal to or less than the cost of five meals), the District's computer messaging system reminds parents/guardians to put money in their student's school meal account through email, phone call, or text message, as indicated by the parent/guardian when registering the student in the online student information system (Infinite Campus) (which can be changed by the parent/guardian at any time).
2. Parent/Guardians and/or students may add funds to their school meal account on the day of service by making an electronic payment through the online student information system or by paying with cash or check at the school office or at time of purchase.
3. Maintaining a positive balance will prevent the District from having to use the next steps. If a school meal account falls to \$0, the following procedures will be implemented based on the grade level indicated:
 - a. Students in grades PK-5: An "emergency fund" is set up for students in grades PK-5 who do not have money for lunch. Students are

Collections Policy and Procedures

allowed to borrow from this fund to pay for a maximum of two lunch meals. If a student has borrowed from the emergency fund to pay for two lunch meals and there is a third day in which the student has no lunch money, the student is not provided with the menu option, but is provided with an alternate meal consisting of a cheese sandwich, milk and fruit. Students with disabilities will be provided with a modified alternate meal when required by and in accordance with the law. The alternate meal will be charged to the emergency fund as an a la carte item. Parents/Guardians are responsible for paying back the emergency fund. The school administration will communicate with parents/guardians in order to recoup the cost to the emergency fund. If a student has borrowed the maximum from the emergency fund (the cost of two lunch meals), then the student cannot borrow from the fund again until the fund is paid back in full, except where otherwise required by law for students with disabilities.

- b. Students in grades 6-12: The middle and high schools do not allow students to borrow from an emergency fund to pay for lunches, nor do they provide alternate meals to students who do not have money in their school meal accounts, except where otherwise required by law for students with disabilities.
 - c. Second entrée options and a la carte purchases will not be allowed for any student regardless of grade level if the student's school meal account does not have a positive balance.
4. No student may be denied access to a school meal if either of the following apply:

- a. The student is currently eligible to receive free school meals, even if the student's parent/guardian owes an unpaid debt to the emergency fund that was accrued prior to the date of the student's eligibility; or
- b. The student has sufficient funds to pay for the school meal on the day of service, even if earlier debts to the emergency fund remain unpaid.

If a student repeatedly or continuously has insufficient funds in their school meal account, and the parent/guardian fails to provide a cold lunch or lunch money, District employees will review their respective obligations under Wis. Stat. § 118.17 (related to indigent children) and Wis. Stat. § 48.981 (related to abused or neglected children) and make any reports that the law requires.

Balance Refunds:

School meal accounts with a positive balance at the end of the school year will carry over to the following school year. If a graduating senior has a positive balance, it will be distributed to a sibling returning to the District the following year. If a graduating senior's school meal account balance is less than \$10.00 and there is no returning sibling, cash will be given to the graduating senior within the last week of school. If a graduating senior's school meal account balance is \$10.00 or more and there is no returning sibling, a check will be mailed out at the end of the school year to the primary parent/guardian. If a student with a positive balance moves out of District or becomes eligible for free meals, the District will attempt to contact the student's parent/guardian to return the funds remaining in the school meal account. Requests for a refund can also be made to the Hamilton School District Business Office (262-246-1973).

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

**Hamilton School District
School Meal Account Charges and
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(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

LEGAL REF.: Section 48.981, Wisconsin Statutes
 115.34
 115.341
 115.343
 115.347
 118.13
 118.17
 120.10(16)
 120.13(6)
 120.13(10)
 PI 9.03(1), Wisconsin Administrative Code
 National School Lunch Program (42 U.S.C. § 1751 et. seq.)
 Child Nutrition Act of 1966 (42 U.S.C. § 1771 et. seq.)
 Child Nutrition and WIC Reauthorization Act of 2004
 National School Lunch Act (42 U.S.C. § 1751 et. seq.)

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures
 458, School Wellness
 458-Rule, School Wellness Guidelines
 760, Food Services Management

APPROVED: June 19, 2017