



# Student Handbook

4K

through

4th Grade

2021-2022

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

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# NONDISCRIMINATION

“The Hamilton School District provides equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, 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 laws or regulations, in any of its programs or activities, applications for admission, or employment.

The District is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate on the basis of sex in the education programs or activities operated by the District, and this requirement extends to admission and employment. The District provides equal access to the Boy Scouts and other designated youth groups.

The District has designated and authorized the following individual as the person responsible for coordinating the District’s efforts to comply with and carry out its responsibilities under Title IX and other state and federal nondiscrimination laws, including investigation of any complaints alleging a violation of Title IX or other discrimination:

Title IX Coordinator:

John Roubik  
Director of Human Resources and Organizational Development  
Hamilton School District  
W220N6151 Town Line Road  
Sussex, WI 53089  
(262) 246-1973.

Any questions regarding Title IX may be referred to the Title IX Coordinator or to:

U.S. Dept. of Education, Office for Civil Rights  
230 S. Dearborn, 37<sup>th</sup> Floor  
Chicago, IL 60604  
(312) 730-1560 or [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

Please refer to School Board Policies [411 - Equal Educational Opportunities](#) and [411.2 - Discrimination and Harassment Prohibited](#) for additional information regarding the District’s student nondiscrimination policies and procedures, including information regarding the accommodation of sincerely held religious beliefs, the nondiscriminatory offering of career and technical education opportunities, equal educational access for homeless students, and requests for accommodations under Section 504 of the Rehabilitation Act.”

# 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) 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 or email the school's attendance email account. 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, prior notification 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.
- Please do not email the teacher if a student is absent from school. Parents must contact the office directly via phone or attendance email 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](http://www.hamilton.k12.wi.us)).

## **Parent/Teacher Conferences**

The Hamilton School District has scheduled time for parent/teacher conferences in October, November, February and March. 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 report cards are completed twice during the year and are made available for viewing on the Infinite Campus Portal after the end of each semester. The student's progress is indicated by the use of the following ratings:

- 1 = Rarely
- 2 = Sometimes
- 3 = Consistently
- X = Not assessed this quarter

Grades 1 through 4 report cards are completed twice during the year and are made available for viewing on the Infinite Campus Portal after the end of each semester. The student's progress is indicated by the use of the following ratings:

### Academic Performance Level for Skills Rubric

- 1 = Beginning
- 2 = Developing
- 3 = Proficient
- 4 = Excelling
- X = Not assessed at this time

### Learner Behaviors

- 1 = Rarely
- 2 = Sometimes
- 3 = Consistently
- X = not assessed this quarter

In grades 3 and 4, 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 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](http://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 \$2.70 per day for students and \$3.85 for adults. Milk purchased separately is 40 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 field trips, 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 to 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. Parents must provide a record of student immunizations of entering kindergarten students and 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 designated area is provided for lost and found articles. Anyone finding articles of value should turn them into 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 hurting feelings to those not invited, no invitations to birthday parties, etc. may be distributed at school. Invitations should be sent through the mail from home.

## **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 ensure 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, Silver Spring Intermediate 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.



Book	Policy Manual
Section	300 - Instruction
Title	Instructional Goals and Expectations - Learner Expectations
Code	310-Rule (2)
Status	Active
Adopted	November 6, 1990
Last Revised	March 15, 2021
Last Reviewed	June 15, 2015
Prior Revised Dates	5/21/2004, 4/4/2006, 5/21/2012

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. Reflect on their progress and set attainable goals related to academic and social emotional competencies.
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 and advocate 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. Share complaints and concerns with those who have the most direct responsibility to correct them.



Book	Policy Manual
Section	300 - Instruction
Title	Parent Rights and the Curriculum
Code	334
Status	Active
Adopted	November 6, 1990
Last Revised	June 18, 2012
Last Reviewed	May 4, 2021
Prior Revised Dates	8/16/1993, 6/21/2004. 10/4/2005, 5/15/2006

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	Wisconsin Statutes 115.35 Wisconsin Statutes 118.01 (2)(d)2c Wisconsin Statutes 118.019 (3) Wisconsin Statutes 118.019 (4) Wisconsin Administrative Code PI 9 Wisconsin Administrative Code PI 41 United States Code 20 Section 1232h Protection of Pupil Privacy Provision
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Cross References	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 Procedures Manual
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Book	Policy Manual
Section	300 - Instruction
Title	Guidelines for Requesting Accommodations Based on a Student's Religious Beliefs
Code	334-Rule
Status	Active
Adopted	August 16, 1993
Last Revised	June 18, 2012
Last Reviewed	May 4, 2021
Prior Revised Dates	6/21/2004, 5/15/2006

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	Wisconsin Administrative Code PI 9 Wisconsin Administrative Code PI 41
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Book	Policy Manual
Section	300 - Instruction
Title	Criteria for Promotion of Fourth and Eighth Grade Students
Code	345.4-Rule (1)
Status	Active
Adopted	September 5, 2000
Last Revised	September 5, 2006
Last Reviewed	June 15, 2015

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).



Book	Policy Manual
Section	300 - Instruction
Title	Retention Procedures
Code	345.4-Rule (2)
Status	Active
Adopted	November 6, 1990
Last Revised	October 1, 2019
Last Reviewed	June 21, 2010
Prior Revised Dates	06/18/2012, 06/15/2015, 7/15/2019

#### **A. ELEMENTARY AND INTERMEDIATE 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, student services 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.



Book	Policy Manual
Section	300 - Instruction
Title	Student Use of Information Technology
Code	365.1
Status	Active
Adopted	September 3, 1996
Last Revised	January 20, 2020
Last Reviewed	June 15, 2015
Prior Revised Dates	12/4/2001, 2/19/2007, 4/20/2009, 5/1/2012, 1/2/2018

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. Students are to refrain from using information technology as a means to transmit materials or images that could be obscene, sexually explicit or inappropriate. This includes transmission by cell phone or any other electronic communication device. 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	Wisconsin Statutes 118.001
	Wisconsin Statutes 120.13
	Wisconsin Statutes 121.02 (1)(h)
	Wisconsin Statutes 943.70
	Wisconsin Statutes 947.0125
	U.S. Code Title 17
	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 References

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, Online 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 Information 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  
443.6 Student Use of Cell Phones- Two-Way Communication and Other Communication or Recording Devices  
522.7, Staff Use of Information Technology  
522.7-Rule (1), Guidelines for Staff Use of the 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



Book	Policy Manual
Section	400 - Students
Title	Equal Educational Opportunities
Code	411
Status	Active
Adopted	September 21, 1987
Last Revised	April 19, 2021
Last Reviewed	June 21, 2010
Prior Revised Dates	02/05/1991, 09/03/1991, 08/21/1995, 01/02/2001, 08/19/2002, 06/21/2004, 06/03/2008, 6/18/2012, 10/21/2013, 7/21/2014, 7/20/2015, 10/1/2019, 9/21/2020

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, or 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 or federal laws or regulations. 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, religion, 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](http://www.hamilton.k12.wi.us)) and available upon request from the School Student Services 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. The District shall ensure that a student's limited English proficiency does not bar access to District Services.

1.
  - 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, religion, national origin, 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, religion, national origin, 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;
  - a. 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.
  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 or harassed in violation of Board Policy 411, the student should file a complaint pursuant to the Student Discrimination and Harassment 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. If either a student or an employee believes he or she has been subject to sexual harassment in violation of Board Policy 411.4, the student or employee should file a complaint pursuant to the procedures in Board Policy 411.4. 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.

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

The District is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate on the basis of sex in the education programs or activities operated by the District, and this requirement extends to admission and employment.

The District has designated and authorized the following individual as the person responsible for coordinating the District's efforts to comply with and carry out its responsibilities under Title IX and other state and federal nondiscrimination laws, including investigation of any complaints alleging a violation of Title IX or other discrimination:

Title IX Coordinator:

John Roubik

Director of Human Resources and Organizational Development

Hamilton School District

W220N6151 Town Line Road

Sussex, WI 53089

(262) 246-1973.

Any questions regarding Title IX may be designated to the Title IX Coordinator.

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 the Title IX Coordinator 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	Wisconsin Statutes 118.13 Wisconsin Administrative Code PI 9 Wisconsin Administrative Code PI 41 Title VI, Civil Rights Act of 1964 Title IX, Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990 Individuals with Disabilities Education McKinney-Vento Homeless Education Assistance Act
Cross References	334, Parent Rights and the Curriculum 411, Equal Educational Opportunities 411-Rule, Discrimination and Harassment Complaint Procedures 411.1, Multicultural Relations 411.4, Title IX Sexual Harassment Prohibited 420-Rule (3), Procedures for Enrollment and Placement of Homeless Children and Youth Special Education Handbook



Book	Policy Manual
Section	400 - Students
Title	Discrimination and Harassment Complaint Procedures
Code	411-Rule
Status	Active
Adopted	September 21, 1987
Last Revised	April 19, 2021
Prior Revised Dates	2/5/1991, 9/3/1991, 8/21/1995, 1/2/2001, 10/21/2013, 6/20/2016, 9/21/2020

Any complaint regarding the interpretation or application of Hamilton School District's Equal Educational Opportunities Policy (Board Policy 411) shall be processed in accordance with the following complaint procedure. If any person believes that he or she has been harassed or discriminated against in violation of Board Policy 411, he or she should follow the following procedures. If any person believes that he or she has been sexually harassed in violation of Board Policy 411.4, he or she should follow the complaint procedures in Board Policy 411.4. 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.  
The Hamilton School District will not deny any person admission to any public school or deny any person participation in, deny any person the benefits of, or discriminate against any person 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, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal laws or regulations. Any student, parent, or resident of the district complaining of discrimination shall report the complaint in writing to the Director of Human Resources and Organizational Development. The complaint, at a minimum, should include:(1) the date(s) and specific nature of the discrimination; (2) the identity of the person who allegedly engaged in discriminatory behavior; (3) the names of any witnesses to the alleged discrimination; (4) the name, address, and phone number of the complainant.

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of students with disabilities shall be processed in accordance with established appeal procedures outlined in the district's Special Education Handbook.
- b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

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 ten (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 forty-five (45) day after the District receives the complaint. The report shall include a notice of the right to appeal the decision to the District Administrator.

At the outset of the investigation, the investigator shall consider whether, given the nature of the allegations in the complaint, interim measures should be adopted to protect the alleged victim and prevent harassment from occurring while the investigation is being conducted.

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 fifteen (15) 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 fifteen (15) 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 fifteen (15) 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 thirty (30) days after receiving the appeal. Before issuing a decision the Board may, at its discretion, hold a private conference with the parties. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator. The decision of the school board shall include a notice to the complainant of his or her right to appeal the determination to the State Superintendent of Public Instruction.

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:

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

Wisconsin Statutes 118.13  
Wisconsin Administrative Code PI 9  
Wisconsin Administrative Code PI 41  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990

Cross References

411, Equal Educational Opportunities  
411.4, Title IX Sexual Harassment Prohibited  
Special Education Handbook



Book	Policy Manual
Section	400 - Students
Title	Bullying
Code	411.3
Status	Active
Adopted	October 20, 2008
Last Revised	April 19, 2021
Last Reviewed	July 20, 2015
Prior Revised Dates	9/7/2010, 10/21/2013, 9/16/2019, 9/21/2020

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, sex, race, color, religion, national origin, creed, pregnancy, marital or parental status, ethnicity, sexual orientation, physical attributes, or 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. Even if the bullying or intimidation does not occur on District premises or at school-sponsored events or activities, it may still be addressed by the District and result in disciplinary consequences if it negatively impacts the educational environment or the victim's physical, emotional, or psychological well-being at school.

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. Even if the cyberbullying is not done using District resources and does not occur on District premises or at school-sponsored events or activities, it may still be addressed by the District and result in disciplinary consequences if it negatively impacts the educational environment or the victim's physical, emotional, or psychological well-being at school.

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.

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-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

- [Wisconsin Statutes 118.01 \(2\)\(d\)8](#)
- [Wisconsin Statutes 118.02 \(9t\)](#)
- [Wisconsin Statutes 118.46](#)
- [Wisconsin Statutes 947.013 \(Harassment\)](#)
- [Wisconsin Statutes 947.0125 \(E-mail Harassment\)](#)
- [Wisconsin Statutes 948.51 \(2\) \(Hazing\)](#)
- [Wisconsin Administrative Code PI 9.03 \(1\)\(b\)](#)

Cross References

- [323.1, Special Observance Days](#)
- [323.1-Exhibit, Special Observance Days](#)
- [411-Rule, Discrimination and Harassment Complaint Procedures](#)
- [411.4, Title IX Sexual Harassment Prohibited](#)
- [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](#)



Book	Policy Manual
Section	400 - Students
Title	Title IX Sexual Harassment Prohibited
Code	411.4
Status	Active
Adopted	July 20, 2020
Last Revised	April 19, 2021
Prior Revised Dates	9/21/2020

The Hamilton School District prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and pre-judging harassment or discrimination complaints. This policy prohibiting harassment applies to all employees and students, whether at school, at school-sponsored co-curricular, extracurricular or social functions, or otherwise. This policy prohibits employee and student harassment or discrimination on the basis of sex prohibited by federal law, including Title IX of the Education Amendments of 1972. The Hamilton School District will take all necessary and appropriate action to eliminate it. Individuals who violate this Policy are subject to discipline, up to and including expulsion or termination.

Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e., the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both.

Any person with a complaint of sex discrimination (not alleging sexual harassment under Title IX as defined below) shall seek to resolve his/her complaint following the procedures set forth in Board Policies 411, or 411.1 for student complaints, and Board Policy 511 for employee complaints. Notwithstanding the procedures in Board Policies 411, 411.1, , or 511, any person may report sex discrimination of themselves or others at any time (including during non-business hours), in person, by mail, by telephone, by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports or complaints of sexual harassment under Title IX, as defined below, will follow the procedures set forth in this policy. At the time of filing the formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District.

"Sexual harassment" is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. A school employee conditioning education benefits on participation of unwelcome sexual conduct (i.e. quid pro quo);
- b. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- c. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

For the purposes of this policy, the sexual harassment must occur during a school educational program or activity, which includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, whether on or off-campus. This includes but is not limited to instances of student and employee complaints.

Sexual 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. Unwelcome sexual advances or touching;
- c. Sexual comments, jokes, stories or innuendos;
- d. Display of sexually explicit or otherwise offensive posters, calendars or materials;
- e. Making sexual gestures with hands or body movements;
- f. Referring to others as a doll, babe or honey;
- g. Intentionally standing close or brushing up against others;
- h. Inappropriately staring at others or touching his or her clothing, hair or body;
- a. Whistling at others, cat calls; and

- j. Asking personal questions about a person's sexual life.

Even if it is consensual and would not otherwise violate this Policy, a sexual relationship between staff and students under any circumstances, in or out of the workplace, is strictly prohibited.

Individuals who experience sexual harassment should make it clear to the harasser that such behavior is offensive to them, and they may process a complaint pursuant to this policy. There shall be no retaliation against any individual pursuing a sexual harassment complaint made in good faith. Any individual who retaliates against a complainant will be subject to disciplinary action.

Any person who believes he or she has been sexually harassed by a student, employee, or other person should report the incident(s) in accordance with the complaint procedures below. All District employees are required to report any incidence(s) of sexual harassment that they witness or are otherwise made aware of. The District will promptly investigate the complaint and will take appropriate action based on the findings of the investigation.

## 1. Complaint Procedures/Investigations

If any person believes that he or she has been harassed or discriminated against in violation of this Board Policy, he or she should follow the following procedures. The following timelines apply unless all parties agree to an extension. The following procedures are adopted to provide for the resolution of employee, student, applicant, or volunteer complaints alleging any sexual harassment.

### a. Step One: Filing a Report

The District is required to respond to all reports of sexual harassment. Any person with actual knowledge of sexual harassment that occurred in an education program or activity against a person in the United States must report the sexual harassment to the Title IX Coordinator. A report may be made either orally or in writing to the Title IX Coordinator by phone, email, mail, or any other means to ensure the receipt of the report. The Title IX Coordinator(s) are listed below.

John Roubik  
Director of Human Resources and Organizational Development  
W220 N6151 Town Line Road  
Sussex, WI 53089  
262-246-1973 ext. 1179  
roubjo@hamilton.k12.wi.us

Upon receipt of a report of sexual harassment, the Title IX Coordinator will promptly contact the complainant/victim to discuss the availability of supportive measures and explain the process for filing a formal complaint. Supportive measures are individual services reasonably available that are non-punitive and non-disciplinary, that are designed to provide equal access, protect safety of complainants and respondents, and deter sexual harassment. The Title IX Coordinator will also explain the process for filing a formal complaint and determine whether a formal complaint will be filed by the complainant or signed by the Title IX Coordinator. The Title IX Coordinator will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the Title IX Coordinator should consult the complainant to assess his/her position to the proposed action. If the complainant is unwilling to consent to the proposed change, the Title IX Coordinator may still take whatever actions s/he deems appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent. For the purposes of this policy, the complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

### b. Step Two: Filing a Formal Complaint

A formal complaint is a complaint written and signed by the complainant/victim or signed by the Title IX Coordinator. The complaint should include: the date(s) of the incident(s); a description of the incident(s); the identity of the alleged harasser; the identity of any witnesses to the alleged harassment; and the name, home address, e-mail address, and phone number of the complainant. At the time of filing the formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Title IX Coordinator shall ask for such details in an oral interview. Thereafter the Title IX Coordinator will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. The Title IX Coordinator will take the complainant's wishes with respect to whether the District conducts a formal investigation into the allegations. The Title IX Coordinator will sign the complaint if the Title IX Coordinator determines it would be clearly unreasonable in light of the circumstances not to conduct a formal investigation. When the Title IX Coordinator determines that an investigation is necessary even where the complainant (i.e., the alleged victim) does not

want such an investigation, the grievance process can proceed without the complainant's participation; however, the complainant will still be treated as a party in the grievance process.

Upon receipt of a formal complaint, the Title IX Coordinator must provide written notice to the complainant and the respondent of the allegations contained in the complaint. The notice shall include: (1) a description of the allegations of sexual harassment potentially constituting sexual harassment; (2) a statement that the accused is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process; (3) a statement that the complainant and the accused may have an advisor of their choice, who may be, but is not required to be, an attorney; (4) a statement that the complainant and the accused may inspect and review evidence collected during the investigation; and (5) a reference to a provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

#### c. Step Three: The Grievance and Investigation Process

When making a determination of responsibility, the District adopts a preponderance of the evidence evidentiary standard. This standard is applied to all formal complaints of sexual harassment, whether the respondent is a student or an employee.

All timelines in the complaint/grievance process are intended to be guidelines to assure that the investigation and grievance process proceeds with all deliberate efficiency. Timelines may be extended by the District for good cause.

After receipt of a formal complaint containing allegations of sexual harassment, the Title IX Coordinator will assign an investigator. The Title IX Coordinator may assign him/herself as the investigator.

The investigator will investigate the complaint promptly, thoroughly, and impartially. The investigation shall include an interview of the alleged harasser, witnesses identified by the complainant, and other individuals deemed appropriate by the investigator.

Prior to any investigatory interviews, meetings, or hearings the investigator must send each party a written notice of the date, time, and location of such interviews or meetings. Throughout the investigation, the investigator must send the parties and their advisors all evidence directly related to the investigation, allowing the parties at least ten (10) days to respond. The parties will have an equal opportunity to present fact and expert witnesses in addition to other inculpatory and exculpatory evidence. The parties are not restricted from discussing the allegations or gathering evidence. Evidence of any party's medical, psychological, or similar records may not be accessed or used, unless the party provides voluntary, written consent to do so.

Within thirty-five (35) working days of receiving the written complaint, the investigator shall complete the investigation and prepare an investigatory report that summarizes evidence. The timelines may be extended if necessary to complete a thorough investigation (e.g., depending on the investigation). The investigatory report shall be sent to both parties with at least ten (10) days to review and respond. The investigator shall also deliver the report to the decision-maker that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subjected to harassment.

The parties will have 10 calendar days after the investigative report is sent to review the final report, submit a written response to the decision-maker, and submit written relevant questions to the decision-maker that the party wants asked of any party or witness. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. The decision-maker will provide each party with the answers, and the parties will have two (2) calendar days to submit limited follow-up questions.

Within five (5) business days from receipt of the investigatory report, the decision-maker shall issue a final written decision as to whether the allegations of sexual harassment are substantiated, including any disciplinary sanctions or remedies imposed on the parties. A copy of the decision-maker's final decision will be delivered to both the complainant and the respondent, and will provide information regarding the appeals process. When making a determination of responsibility, the District adopts a preponderance of the evidence evidentiary standard. This standard is applied to all formal complaints of sexual harassment, whether the respondent is a student or an employee.

#### d. Step Four: Appeal to the District Administrator

If a party is not satisfied with the determination of responsibility by the decision-maker, a written appeal may be submitted to the District Administrator within ten (10) calendar days after the determination of responsibility is delivered, 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.

#### e. Step Five: Appeal to the Board of Education

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.

f. Step Six:

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:

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

## 2. Dismissal

If the conduct alleged in the formal complaint does not constitute sexual harassment under Title IX, did not occur during a District educational program or activity, or did not occur in the United States, the District must dismiss the complaint for the purposes of Title IX. The dismissal of a formal complaint for the purposes of Title IX does not preclude the District from taking action under other District policies.

The District may dismiss a formal complaint if the complainant informs the Title IX Coordinator in writing that s/he wishes to withdraw the complaint, if the respondent is no longer enrolled or employed by the school, or if circumstances prevent the District from gathering evidence to reach a determination.

In the event of a dismissal, the District must provide the parties written notice of the dismissal and the reasons for the dismissal.

## 3. Informal Resolution

The District will attempt to resolve harassment complaints on an informal basis, if both parties give voluntary and informed written consent. An informal resolution process may only be offered after a formal complaint is filed. If both parties have given voluntary and informed written consent, 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 an informal resolution process has begun, any party has the right to withdraw from the informal resolution process and resume the above stated grievance process.

The District may not require waiver of the right to formal investigation and adjudication as a condition of enrollment or employment.

Informal resolution processes cannot be offered to resolve allegations that an employee sexually harassed a student.

### **Maintenance of Complaint Records**

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept at least seven (7) years 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

Wisconsin Statutes 118.20  
Wisconsin Statutes 111.31 et seq.  
Wisconsin Statutes 118.13  
Wisconsin Administrative Code PI 9  
Wisconsin Administrative Code PI 41  
Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Individuals with Disabilities Education

Cross References

411, Equal Educational Opportunities  
411-Rule, Discrimination and Harassment Complaint Procedures  
411.1, Multicultural Relations  
511, Equal Opportunity Employment  
512, Employee Harassment  
Employee Handbooks



Book	Policy Manual
Section	400 - Students
Title	Compulsory Student Attendance
Code	431
Status	Active
Adopted	February 18, 1980
Last Revised	August 19, 2019
Prior Revised Dates	5/15/1988, 9/5/1989, 1/3/1990, 2/5/1991, 8/21/1995, 9/1/1998, 1/8/2002, 6/1/2004, 5/1/2007, 10/20/2008, 6/21/2010, 6/18/2012, 12/15/2014, 7/20/2015

The 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. In accordance with state law, all children between six and 18 years of age must attend school full-time until the end of the term, quarter or semester in which they become 18 years of age, unless they:

1. are excused temporarily from school attendance for personal illness, religious holiday observances or other reasons defined by the Board;
2. have been authorized to attend an alternative educational program leading to high school graduation or a high school equivalency diploma; or
3. have graduated from high school.

Five-year-old kindergarten students shall also be expected to attend school regularly during the full period and hours that kindergarten is in session during the school year.

It is the responsibility of the parent/guardian to provide an excuse for his/her child's absence. Parents/guardians must notify the school of such absences. When children are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

The principal or designee will excuse students from attendance in school for the following reasons: illness of the student, (including hospitalization), family or personal emergency, religious holiday observances, emergency medical appointments, death in family or attendance at special events of significant and important educational value as approved by the principal or designee. Absence from school during a period of suspension or expulsion will also be considered an excused absence.

Absences may be excused in advance by the student's parent or guardian. Examples of such absences include family vacations, legal appointments, or attendance at special events. A student may be excused by the parent/guardian under this provision for not more than ten days in the school year.

Students who are absent from school with the prior permission of their parent(s)/guardian as outlined above are required to make up work missed during the absence.

Students with other excused absences (including school suspensions) shall be permitted to make up tests and other course work missed. It shall be the student's responsibility to make arrangements with his/her teacher(s) regarding make-up work. Students may receive no credit for coursework missed or due on the day of an unexcused absence. The Hamilton School District will not, however, deny credit in a course or subject solely because of attendance.

Any student who is identified as a habitual truant will be subject to referral to the appropriate agency in accordance with state law and established procedures. 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. Parents can view their child's attendance record through their parent portal for the district's student database or by contacting the building principal.

"Truancy" is defined as any absence from school without an acceptable excuse for either part (one class period or more) or all of a day on which school is held. "Habitual truancy" is defined as absence from school without an acceptable excuse for either part (one class period or more) or all of five or more days on which school is held during a school semester.

Legal

Wisconsin Statutes 118.15  
Wisconsin Statutes 118.153  
Wisconsin Statutes 118.16  
Wisconsin Statutes 118.162  
Wisconsin Statutes 118.165  
2015 Wisconsin Act 52

Cross References

342.2, Homebound Instruction  
342.5, Programs for Children at Risk  
342.6, Services for School Age Parents  
342.8, Early College Credit Program  
343.3, Distance Education  
422, Full-Time Open Enrollment  
431-Rule, Attendance/Truancy Procedures  
431-Exhibit (1), Family Vacation Request  
431-Exhibit (2), Letter Requesting Medical Excuse  
431-Exhibit (3), K-12 Truancy Letter (For students beginning a truancy pattern)  
431-Exhibit (4), Notification of Habitual Truancy  
431-Exhibit (5) Open Enrollment Habitual Truancy Letter  
431-Exhibit (6), Open Enrollment Status Rescinded Due to Habitual Truancy Letter  
433.1, Released Time for Religious Instruction  
432, School Attendance Areas  
433, Released Time for Students  
434, Student Dismissal Precautions  
District Truancy Plan



Book	Policy Manual
Section	400 - Students
Title	Attendance/Tuancy Procedures
Code	431-Rule
Status	Active
Adopted	September 5, 1989
Last Revised	October 1, 2019
Last Reviewed	June 21, 2010
Prior Revised Dates	01/03/1990, 02/05/1991, 09/01/1998, 01/08/2002, 06/01/2004, 05/01/2007, 6/18/2012, 12/15/2014, 7/20/2015, 6/18/2018, 8/19/2019

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 excuse will be called.
3. Document in the district's student database system any phone calls, emails, in-person or written notification regarding student's absence.

C. Notification Requirements

1. STEP 1: Without advance notice, school personnel or the automated notification system 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.
2. 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 school 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, school counselor and social worker.
  - e. A student/parent/guardian conference will be scheduled to discuss the student's truancy.
3. STEP 3: For the fifth (5<sup>th</sup>) 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 school 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.

4. 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 school 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 References

District Truancy Plan



Book	Policy Manual
Section	400 - Students
Title	Student Alcohol and Other Drug Use
Code	443.4
Status	Active
Adopted	June 21, 1982
Last Revised	June 16, 2014
Last Reviewed	July 20, 2015
Prior Revised Dates	2/5/1991, 9/3/1991, 6/4/1996, 1/7/1997, 6/1/2004, 6/27/2007

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.

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

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

Cross References

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





Book	Policy Manual
Section	400 - Students
Title	Procedures for Dealing with Student Alcohol and Other Drug Use
Code	443.4-Rule (1)
Status	Active
Adopted	February 5, 1991
Last Revised	July 21, 2014
Last Reviewed	July 20, 2015
Prior Revised Dates	9/3/1991, 3/17/1992, 11/2/1993, 6/4/1996, 6/1/2004, 6/27/2007

#### 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. "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.
4. 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, whiteout, aerosols, amyl and/or butyl nitrate, nitrous oxide (laughing gas), etc.
5. Drug paraphernalia: Drug paraphernalia as defined by state or federal law.
6. Alcohol abuse problem: Anyone identified under the influence of alcohol in violation of Board policy.
7. 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.

#### 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.

Legal

[Wisconsin Statutes 118.126](#)  
[Wisconsin Statutes 118.127](#)  
[Wisconsin Statutes 118.257](#)  
[Wisconsin Statutes 118.45](#)  
[Wisconsin Statutes 120.13 \(1\)](#)  
[Wisconsin Statutes 125.02 \(8m\)](#)  
[Wisconsin Statutes 125.037](#)  
[Wisconsin Statutes 125.09 \(2\)](#)  
[Wisconsin Statutes 939.22 \(15\) and \(42\)](#)  
[Chapter 961](#)  
[Wisconsin Administrative Code PI 11](#)  
[Individuals with Disabilities Education Act \(IDEA\)](#)

Cross References

[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](#)



Book	Policy Manual
Section	400 - Students
Title	Enforcement Procedures
Code	443.4-Rule (2)
Status	Active
Adopted	February 5, 1991
Last Revised	January 20, 2020
Last Reviewed	July 20, 2015
Prior Revised Dates	10/17/1991, 6/4/1996, 1/7/1997, 6/1/2004, 6/27/2007, 6/16/2014

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:

- 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 and/or 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. May recommend pre-expulsion conference and/or 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 and/or expulsion
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 References	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



Book	Policy Manual
Section	400 - Students
Title	Weapons on School Premises
Code	443.5
Status	Active
Adopted	February 5, 1991
Last Revised	April 28, 2014
Last Reviewed	July 20, 2015
Prior Revised Dates	8/19/1991, 8/21/1995, 6/1/2004, 6/27/2007, 6/18/2012

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

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

Cross References

446, Student Discipline  
446.1, Corporal Punishment/Use of Force  
446.3, Student Suspension  
446.4, Student Expulsion



Book	Policy Manual
Section	400 - Students
Title	Student Use of Cell Phones, Two-Way Communication and Other Communication or Recording Devices
Code	443.6
Status	Active
Adopted	February 5, 1991
Last Revised	January 20, 2020
Prior Revised Dates	8/19/1991, 6/4/1996, 2/17/2003, 6/1/2004, 6/27/2007, 9/2/2008, 6/21/2010, 6/18/2012, 7/20/2015

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.

No student shall use a cell phone or any other electronic form of communication to transmit materials or images to another student that are obscene, sexually explicit, threatening, or harassing. Even if such conduct occurs off school grounds, such conduct may be investigated by the District and may lead to discipline, up to and including expulsion, if the District determines that a nexus exists between the conduct and the school environment.

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	Wisconsin Statutes 118.258 Wisconsin Statutes 175.22
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Cross References	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 411, Equal Educational Opportunities 411.1, Multicultural Relations 411.2, Discrimination and Harassment Prohibited 411.2-Rule, Discrimination and Harassment Complaint Procedures 443.8, Aggressive, Antisocial or Criminal Activities by Students 446, Student Discipline 446.3, Student Suspension 446.4, Student Expulsion 731.1, Locker Room Privacy
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Book	Policy Manual
Section	400 - Students
Title	Locker Searches
Code	445.1
Status	Active
Adopted	September 1, 1998
Last Revised	June 27, 2007
Last Reviewed	July 20, 2015
Prior Revised Dates	6/1/2004

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	<a href="#">Wisconsin Statutes 118.32</a>
	<a href="#">Wisconsin Statutes 118.325</a>
	<a href="#">Wisconsin Statutes 948.50</a>

Cross References	445, Student Searches
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Book	Policy Manual
Section	400 - Students
Title	Student Suspension
Code	446.3
Status	Active
Adopted	April 28, 1980
Last Revised	June 16, 2014
Last Reviewed	July 20, 2015
Prior Revised Dates	2/5/1991, 9/3/1991, 8/21/1995, 6/21/2004, 6/27/2007

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).

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

Wisconsin Statutes 118.16 (4)(b)

Wisconsin Statutes 120.13 (1)(b), (bm)

Wisconsin Statutes 120.13 (38)

18 U.S.C. 921(a)(3)

Gun-Free Schools Act of 1994

Individuals with Disabilities Education Act

Cross References

431, Compulsory Student Attendance

446, Student Discipline

446.3-Rule, Suspension Procedures

446.4, Student Expulsion



Book	Policy Manual
Section	400 - Students
Title	Student Expulsion
Code	446.4
Status	Active
Adopted	April 28, 1980
Last Revised	June 18, 2012
Last Reviewed	July 20, 2015
Prior Revised Dates	2/5/1991, 9/3/1991, 8/21/1995, 6/30/2004, 6/27/2007, 6/16/2008

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.

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

Cross References  
446, Student Discipline  
446.3, Student Suspension  
446.4-Rule, Expulsion Procedures



Book	Policy Manual
Section	400 - Students
Title	Student Insurance
Code	451
Status	Active
Adopted	February 18, 1980
Last Revised	June 18, 2012
Last Reviewed	June 15, 2015
Prior Revised Dates	2/5/1991, 6/30/2004

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	Wisconsin Statute 120.13 (2)
Cross References	722.1, Accident Reports



Book	Policy Manual
Section	400 - Students
Title	School Wellness
Code	458
Status	Active
Adopted	June 19, 2006
Last Revised	May 17, 2021
Prior Revised Dates	6/15/2015, 6/19/2017, 8/19/2019

The Hamilton School District supports the adoption and implementation of a comprehensive school wellness plan to improve the health and achievement of students.

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. Students who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. The District, therefore, encourages all members of the community to help create and support a school environment that emphasizes healthy, life-long habits of good nutrition and physical activity.

The District shall also maintain, implement, and inform the school community and general public about a local school wellness policy that meets the requirements of federal law. The local school wellness policy required by federal law (hereinafter referred to as the District's "Wellness Plan") is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available to students on the school campus during the school day are consistent with applicable minimum nutritional guidelines and standards.

Various stakeholders will be given the opportunity to participate in the development, implementation, and periodic review and updating of the District's Wellness Plan. However, the content of the Plan is subject to the School Board's review and approval, and the Board retains authority to modify the specific content of the Wellness Plan and to accept, reject, or modify recommendations for updates and other changes.

The Board delegates primary administrative oversight of this policy and the District's local Wellness Plan to the District Administrator, Director of Human Resources and Organizational Development, and Food Services Manager who shall:

1. Direct and monitor the District-wide implementation of the District's Wellness Plan and related nutrition guidelines, including monitoring school-level compliance with the Plan;
2. Oversee the periodic evaluation of the Wellness Plan and its implementation at least as often as such formal assessments are required under applicable regulations, including having primary responsibility for ensuring the timely preparation of a written report following each such assessment;
3. Ensure opportunities for stakeholder group involvement in the development, implementation, and periodic review and updating of the District's Wellness Plan in a manner that is consistent with the requirements of applicable federal regulations and the specific content of the Wellness Plan;
4. Keep the Board and the broader community informed of the Wellness Plan, the District's and each applicable school's progress toward achieving Wellness Plan goals, and any recommendations for changes and improvements to the Plan, including any changes that are based on the results of a formal assessment; and
5. Establish record keeping procedures that are consistent with applicable federal regulations and any Department of Public Instruction (DPI) guidelines.

Nothing in this policy or in the District's formal Wellness Plan shall be construed to prohibit District schools from undertaking additional school-level wellness initiatives, provided that such initiatives (1) do not either conflict with the formal Wellness Plan or unilaterally supplant or replace portions of the Plan; and (2) have otherwise been properly authorized within the District. However,

the Board strongly encourages the administration and staff at individual schools to coordinate their student wellness initiatives with the formal Wellness Plan for the benefit of documenting such efforts and sharing ideas across the entire District.

NOTICE: The United States Department of Agriculture is an equal opportunity provider and employer. The Hamilton School District is also an equal opportunity provider and employer.

#### Legal

Wisconsin Statutes 93.49  
Wisconsin Statutes 118.01(2)  
Wisconsin Statutes 118.01(2)(d)2  
Wisconsin Statutes 118.12  
Wisconsin Statutes 118.33(1)  
Wisconsin Statutes 120.13  
Wisconsin Statutes 121.02(1)(f)(j) and (k)  
Wisconsin Administrative Code PI 8.01(2)(j)2  
42 U.S.C. §1758b  
42 U.S.C. Ch. 13  
7 C.F.R. Part 210  
7 C.F.R. Part 220  
Child Nutrition and WI Reauthorization Act of 2004  
Healthy, Hunger-Free Kids Act of 2010

#### Cross References

113, Renewal and School-Centered Decision Making  
113-Rule, Guidelines for Renewal and School Centered Decision Making  
310, Instructional Goals and Expectations  
330, Curriculum Review and Development  
341.10, Fitness Education Program  
341.41, Human Growth and Development  
374, Fund Raising Activities  
376, Intramural Program  
377, Interscholastic Athletics  
457, Student Assistance Program  
458-Rule, District Wellness Plan  
523.2, Employee Assistance Program  
710, Support Service Goals  
720, Safety Program  
760, Food Service Management  
761, Vending Machines  
811, Participation by the Public  
830-Rule 1, Use of School Facilities Regulations  
Health Education Curriculum  
Fitness Education Curriculum



Book	Policy Manual
Section	400 - Students
Title	District Wellness Plan
Code	458-Rule (1)
Status	Active
Adopted	June 19, 2006
Last Revised	May 17, 2021
Prior Revised Dates	6/15/2015, 6/19/2017, 8/19/2019

The Wellness Plan outlines the District's approach to ensuring appropriate environments and purposeful opportunities for students to learn about and practice healthy eating and to engage in physical activity. This District Wellness Plan ("Wellness Plan" or "Plan") applies to all District schools. The Plan seeks to provide opportunities for all interested members of the school and local community to become engaged in and contribute to this important work.

### **I. Designated In-District Wellness Plan Leadership**

The individuals who hold the following administrative or supervisory position(s) within the District have primary responsibility for the District-wide implementation and oversight of the District's Wellness Plan:

1. District Administrator
2. Assistant Superintendent of Business Services
3. Director of Human Resources and Organizational Development
4. Supervisor of Instructional Services
5. Manager of Food Services
6. Building Principals

The designation of the above-identified officials as local wellness policy leaders is done with the goal and intent of ensuring, to the extent applicable, each school's compliance with the Wellness Plan.

### **II. Locally Selected Wellness Plan Goals**

The Hamilton School District recognizes that good nutrition, regular physical activity, and nutrition education is essential to the overall physical well-being, growth, readiness to learn and academic performance of students. The District is committed to establishing partnerships with students, employees, families, community members, and community organizations to help promote, support, and model healthy behaviors and habits and to maximize the impact of the District's Wellness Plan.

To promote the health and well-being of District students, the District has adopted the following school wellness goals:

**Physical Education and Activity Goals** - The physical activity goals within this Wellness Plan are intended to help students develop their knowledge, experience, and interest in specific physical activities and to obtain and appreciate the short-term and long-term benefits of personal fitness. The goals listed below, which focus on students directly engaging in physical movement and exercise, will support and supplement the District's physical education curriculum.

- The district shall provide physical education to students in grades K-12 using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum is reviewed on a regular basis as outlined in the District's formally established curriculum review cycle process.
- Schools will meet or exceed the Wisconsin Department of Public Instruction required hours of physical education instruction.
- The district shall also provide opportunities for students to participate in physical activity in addition to physical education (e.g., athletics, intramurals, and co-curricular activities).
- Students in grades K-12 will receive physical education instruction from certified/licensed physical education teachers. The instructors will be provided with opportunities for professional development/training throughout the school year in



order to provide a comprehensive curriculum that identifies standards, competencies and activities that promote physical activity and a healthy lifestyle.

- The fitness education curriculum will also coordinate with the health education curriculum, which includes nutrition, to provide instruction related to the knowledge and skills necessary to participate in lifelong, health-enhancing physical activity.
- Supervised recess will be provided throughout the day at the elementary, middle and intermediate school levels
- Schools should encourage physical activity breaks throughout the day when possible. Staff is encouraged to use physical activity as a reward. Teachers are discouraged from withholding physical activity as student punishment.

**Nutrition Education Goals** - The nutrition education goals established within this Wellness Plan are intended to support and supplement state-mandated curricular elements that relate to health and nutrition, for the purpose of providing students with the knowledge and skills necessary to appreciate the benefits of and make sound decisions related to eating habits and nutrition.

- Nutrition concepts should be reinforced and fitness education integrated into appropriate subject areas.
- School programs should provide opportunities for students in grades K 4 through 12 to receive nutrition education that provides the knowledge they need to adopt healthy lifestyles.
- Nutrition education should include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle and include lessons which provide the knowledge and skills necessary to promote health.
- Schools should work to offer additional opportunities throughout the year for experiential, environmental, and nature-based outdoor learning in school gardens, school forests, school natural areas, and other outdoor classrooms.

**Nutrition Promotion Goals** - By establishing nutrition promotion goals, the District intends to provide resources and opportunities for students, staff, and others that will help students to recognize, develop, and practice healthy eating habits within the school environment, at home, and/or in other community settings.

- Educational information which encourages healthy eating and physical activity for families, both within the home and outside the home should be provided.
- Family members should be encouraged to be an integral partner in teaching children about health and nutrition.
- School staff members shall be encouraged to model healthy eating and physical activity behaviors.
- Health and wellness opportunities will be offered to staff in order to assist with their goals in developing a work-life balance and improved wellbeing. The district will encourage and support healthy lifestyles through use of facilities, EAP, insurance partnership, etc.
- The School Nutrition department will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

**Goals for Other School-Based Activities that Promote Student Wellness** - By establishing goals for other school-based activities that promote student wellness within this Wellness Plan, the District attempts to recognize that wellness initiatives can be integrated across a variety of school-related settings and can extend beyond the school food service venues and the facilities that are specifically intended for engaging in physical activity. In addition, it is possible to promote student wellness through programs that facilitate parent/family engagement or that involve partnerships or coordination with other public and private entities.

- The district will promote opportunities for students to participate in physical activity either before and/or after the school day, which includes, but is not limited to, WIAA athletics, school clubs and activities.
- The district will offer various family-focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.
- School facilities may be available for community use per Board policy, i.e., walking, tennis courts, etc.

### **III. Standards and Nutrition Guidelines for Foods and Beverages Available to Students**

School Lunch Program. School lunches will meet or exceed the USDA nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. All items served to students during the school day including the school store are recommended to follow Smart snack standards.

School lunches will comply with the National School Lunch standards for meal patterns, nutrient levels and calorie requirements for the ages/grade levels served and will meet the USDA nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. School meals will include fresh, locally-grown foods whenever possible.

Foods and beverages (including à la carte items) offered within the district food service program shall be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of healthy choices to maintain a balanced diet. Free drinking water is always available to students and staff, including where meals are served.

All schools will provide adequate time for daily lunch periods for students to eat. Personnel will work to minimize the time students wait in line.

Student Meal Accounts. The District will follow a prepayment system for students who pay the full-price or reduced price for school meals (lunches) and for meals and for students who wish to obtain à la carte items. All students, regardless of full-price or reduced price status, use an identical barcode card for purchases at the Point of Sale register. The District follows school meal account procedures to address unpaid meal balances as found in Board policy #763, School Meal Account Charges and Collections Policy and Procedures.

Free/Reduced Meals. Applications for free/reduced price meals are included in the links to registration material at the beginning of the school year, as hard copies in the main office of each school building, and available on the district's website.

School and Nutrition Services - The District's School Nutrition Services Department shall use the USDA's Smarter Lunchroom tools (including the Smarter Lunchroom Self-Assessment Scorecard) and other resources available on the USDA website" (SM6) to determine ways to improve the school meals environment. The School Nutrition Services Department will implement Smarter Lunchroom techniques at each school.

To increase participation in school meal programs, School Nutrition Services operate cafeterias and service areas at each school in alignment with the tools and strategies found in the Smarter Lunchroom Movement whenever possible. Marketing strategies will promote healthy choices and will be limited to products that meet USDA nutrition standards.

Foods Sold to Students at School. The following nutrition standards and guidelines apply to foods and beverages offered for sale to students on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:

- a. Reimbursable meals offered in any federally-subsidized school meal program shall meet the statutory and regulatory nutrition standards established for such meals.
- b. Foods and beverages sold to students outside the school meal programs are recommended to meet at least the USDA's minimum nutrition standards for such items (also called the "smart snacks" or "competitive food" standards), including all permissible exemptions and exceptions that are identified in the regulations or otherwise expressly allowed by the USDA. These standards apply, for example, to à la carte options in cafeterias, vending machines that are accessible to students, and items sold in school stores or on snack carts. Only water, milk and 100% juice shall be sold to students at the middle and elementary levels. USDA Smart Snack standards for beverages will be followed at the high school level.
- c. Both the federal standards and this Wellness Plan allow a building principal, or another administrative-level designee, to approve (to the extent authorized by the Department of Public Instruction) a limited number of exempt student organization fundraisers involving the sale of food or beverage items that do not meet any minimum nutrition standards. DPI currently allows up to two (2) approved exempt fundraisers per student organization per school year, with each such fundraiser lasting no longer than two (2) weeks. However, an approved exempt fundraiser may not take place in the food service area during any school meal period. In addition, an authorized exempt fundraiser must adhere to all other District policies and procedures related to fundraisers.
- d. Foods that, with appropriate District approval, are ordered and delivered at school or through a school-related activity, but that are not intended to be (and that due to packaging, preparation requirements, etc., cannot reasonably be) consumed on school premises (such as a frozen pizza fundraiser) are not subject to any specific nutrition standards or time or location restrictions regarding orders or deliveries under this local Wellness Plan.

Foods Provided or Distributed, but Not Sold, to Students. The following standards and guidelines apply to foods and beverages that are provided or distributed (but not sold) to students on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day:

- a. Beverages – Any beverages that are not on the approved list of beverages to be sold on the school campus during the school day should not be served or distributed to students during the school day without first receiving written permission from the building principal. All schools must also be aware of and adhere to federal requirements regarding the availability of free drinking water for students.
- b. Classroom Celebrations, Receptions for Special Events, and Similar Special Occasions – Teachers and students are encouraged to offer or distribute healthy snacks and treats for student birthday celebrations, classroom parties, and other similar events. A healthy snack list that is based on sound nutrition facts and principles will be developed and maintained under the coordination of the building principal and made available to staff and parents.  
The district encourages foods offered on the school campus to meet or exceed the USDA Smart Snacks School nutrition standards (Smart Snacks in School | USDA-FNS) including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted and a list of ideas is available to staff and family members.
- c. Teacher-Initiated Rewards or Learning Incentives – Staff's use of foods of minimal nutritional value as student rewards or learning incentives should be kept to a minimum (e.g., not regularly and using minimal serving sizes).

#### **IV. Marketing of Food and Beverages**

No District official, employee, or agent shall prospectively authorize or allow the marketing of any foods or beverages on a school campus during the school day (including before school and 30 minutes after the close of the instructional day for students) that do not meet the minimum federal nutritional standards for foods and beverages that are sold to students outside of the school meal programs. "School campus" means any area of District property that is accessible to students during the school day. "Marketing" means advertising and other promotions, and can include oral, written, or graphic

statements/materials that are presented with the purpose of encouraging the sale or consumption of a particular product. Examples of items on which marketing may sometimes be proposed include the exterior of vending machines, trash cans, cups, tray liners, posters, etc.

The district will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods.

## **V. Stakeholder Involvement**

School districts are required to provide opportunities for school administrators, teachers (including physical education and health education teachers), school food service staff, school health professionals (e.g., a registered nurse serving the schools), students, parents and guardians, School Board members, and other interested members of the community to participate in the development, implementation, and periodic review and updating of the District's Wellness Plan.

The manner in which such opportunities will be provided will include, but are not necessarily limited to the following:

### 1. District Wellness Team

The District Wellness Team is a sub-committee composed of District Administrative Staff, the Manager and Assistant Manager of Food and Nutrition Services, and staff from each school building representing various employee groups. The committee's primary charge is to meet bi-monthly, when possible, to explore/research and provide opportunities for education, support and resources to assist employees in their efforts to develop a healthy work-life balance and improved quality of life. The District and school administrators will encourage staff to model healthy eating and physical activity behaviors.

### 2. District Wellness Assessment Committee

The district will invite a diverse group of stakeholders from the list below to participate in the development, implementation, and periodic review and update of the policy.

- Administrator
- Classroom teacher
- Physical education teacher
- School nurse
- Community member/parent
- Student
- Medical/health care professional
- School Food Authority (SFA) representative

The District Wellness Assessment Committee is a formal committee that shall consist of not more than 13 members and that shall be chaired by the Superintendent. The committee's primary charge is to be involved in the periodic assessment, review, and updating of this Wellness Plan, with a particular emphasis on recommending steps to improve District-wide knowledge of and compliance with the Plan and on recommending possible changes to the Plan (e.g., new or revised goals).

- a. Shall have the power to identify and recommend individuals to be appointed as formal members of the committee, including filling vacancies, while giving due attention to representation among the specific stakeholder groups identified in applicable federal regulations. However, not every stakeholder group must be represented at all times—particularly when there is a lack of interest. The appointment of any District employee to the committee shall be subject to the approval of the employee's supervisor, the appointment of any School Board member to the committee shall be made directly by the Board, and all other recommendations for committee membership shall be approved by the District Administrator. Any student appointee(s) shall be at least in 7th grade. An appointment may be for a defined term, or if no specific term is designated at the time of appointment, then the appointment shall be considered ongoing until the committee member is removed (including being replaced to accommodate additional interest in serving) or resigns. Employees serving on the committee in their official District-related capacity may resign their committee membership only with supervisory approval.
- b. Shall maintain a list of current and historical committee members for at least the period required by the Wisconsin public records law.
- c. May recommend the removal of any currently-serving committee member to the District Administrator, who shall either approve or reject the recommendation. However, only the School Board may approve the removal of a Board representative when the Board member in question is still actively serving on the Board.
- d. Shall convene the committee as needed on dates established by the committee or chosen by the chair.
- e. Shall ensure that the meetings of the District Wellness Assessment Committee are noticed in compliance with the Open Meetings Law.

- f. May determine the extent to which minority positions or multiple options may be presented to District officials for further consideration in situations where there is a disagreement or lack of sufficient consensus among the committee members in regard to particular issues.

3. Meetings Designed as Stakeholder Awareness and Input Sessions.

The Superintendent or designee will periodically hold, attend, and/or help organize meetings for the purpose of gathering input related to this Wellness Plan and its implementation.

4. Goal-Driven Events and Activities.

In formulating and implementing action steps related to the goals identified in this Wellness Plan, District-level and school-level personnel will attempt to identify specific opportunities for stakeholder input and participation.

## **VI. Assessing the Wellness Plan and Its Implementation**

The Superintendent or designee shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.

The primary means of measuring the implementation of and schools' compliance with this Wellness Plan is through a formal assessment that will occur at least once every three (3) years. Such assessments shall be completed under the direction of the Superintendent and shall be in line with federal requirements and any applicable requirements of the Department of Public Instruction (DPI). For purposes of carrying out triennial assessment requirements, the District shall do all of the following:

1. Complete the Wellness School Assessment Tool (WellSAT) to evaluate how the District Wellness Plan compares to model policy language and best practices for school wellness.
2. Complete the DPI-required Local Wellness Policy Report Card, which addresses: (a) the extent to which the District and District schools are in compliance with the District's Wellness Plan; (b) the progress made in attaining the goals of the Wellness Plan; and, (c) the extent to which the District Wellness Plan compares to model policy language and best practices for school wellness.

The Local Wellness Policy Report Card shall be reviewed and considered when developing any recommended changes to the District Wellness Plan or determining that no specific changes need to be made. Any recommended changes to the District Wellness Plan shall be forwarded for formal District-level consideration and possible District-level approval. The recommended changes may be forwarded by school officials who have school wellness leadership responsibilities and/or on behalf of the Wellness Steering Committee.

The District's completed Local Wellness Policy Report Card, along with any recommended changes to the District Wellness Plan, shall be presented to the School Board prior to being communicated to the public as outlined in Section VII below.

Notwithstanding the formal triennial assessment and reporting process, recommendations to update or modify this Wellness Plan (e.g., to replace a goal that has been achieved) may be brought forward for District-level consideration and possible action (i.e., approval, rejection, or modification) at any time.

## **VII. Reports and Other Communications Related to the District Wellness Plan**

The primary means by which the District will inform the public of the content of this Wellness Plan, the status of implementation efforts, and the outcome of formal assessments will be through the District's official website. Minimally, the following information will be displayed or clearly linked:

1. The names, positions, and contact information of the District-level and/or school-level officials who have been designated as local wellness program leaders.
2. A complete copy of this Wellness Plan.
3. A complete copy of at least the two most recent Local Wellness Policy Report Cards (once available).
4. Information regarding how interested stakeholders can become involved in the development, implementation, review, and updating of the Wellness Plan.

In addition to electronic posting, at least once annually, the District will actively notify staff and school households of the Wellness Plan and how it can be accessed, and a similar active notice shall be given of the availability of each formal triennial assessment report (Local Wellness Policy Report Card) at the time each such report is completed.

## **VIII. USDA Nondiscrimination Statement and Complaint Information:**

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, audiotope, 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](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;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### Legal

Wisconsin Statute 118.01 (2)  
Wisconsin Statutes 118.01(2)(d)2  
Wisconsin Statute 118.12  
Wisconsin Statute 118.33 (1)  
Wisconsin Statutes 121.02 (1)(j) and (k)  
Wisconsin Statutes 120.13  
Wisconsin Statutes 120.13(17)  
Wisconsin Statutes 120.13(19)  
42 U.S.C. §1758b  
42 U.S.C. Ch. 13  
7 C.F.R. Part 210  
7 C.F.R. Part 220  
Wisconsin Administrative Code PI8.01(2)(j)(2)  
Child Nutrition and WI Reauthorization Act of 2004  
Healthy, Hunger-Free Kids Act of 2010  
USDA Professional Standards for Child Nutrition Professionals.

Cross References

113, Renewal and School-Centered Decision Making  
113-Rule, Guidelines for Renewal and School-Centered Decision Making  
151.1, Policy Adoption  
310, Instructional Goals and Expectations  
330, Curriculum Review and Development  
341.10, Fitness Education Program  
341.41, Human Growth and Development  
374, Fund Raising Activities  
376, Intramural Program  
377, Interscholastic Athletics  
457, Student Assistance Program  
523.2, Employee Assistance Program  
710, Support Services Goals  
720, Safety Program  
760, Food Services Management  
761, Vending Machines  
811, Participation by the Public  
830 Rule (1), Use of School Facilities Regulations  
Health Education Curriculum  
Fitness Education Curriculum



Book	Policy Manual
Section	700 - Support Services
Title	Locker Room Privacy
Code	731.1
Status	Active
Adopted	September 2, 2008
Last Reviewed	July 20, 2015

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.

Legal	Wisconsin Statutes 120.13 (35) Wisconsin Statutes 175.22
Cross References	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



Book	Policy Manual
Section	700 - Support Services
Title	Use of Video Monitoring Systems
Code	751.4
Status	Active
Adopted	March 5, 1996
Last Revised	October 1, 2019
Last Reviewed	November 4, 2014
Prior Revised Dates	12/07/2004, 09/04/2007, 06/21/2010, 7/20/2015

### **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 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.

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 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) 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

- [Wisconsin Statutes 118.125](#)
- [Wisconsin Statutes 118.13](#)
- [Wisconsin Statutes 120.13 \(1\)](#)
- [Wisconsin Statutes 121.52 \(2\)](#)
- [Wisconsin Statutes Chapter 19, subchapter II](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)

Cross References

- [347, Student Records](#)
- [443.2, Student Conduct on School Buses](#)
- [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](#)



Book	Policy Manual
Section	700 - Support Services
Title	School Meal Account Charges and Collections Policy and Procedures
Code	763
Status	Active
Adopted	June 19, 2017
Last Revised	August 19, 2019

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 areas 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-6: An "emergency fund" is set up for students in grades PK-6 who do not have money for lunch. Students are 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 7-12: 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 entree 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](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;
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

Legal

- Wisconsin Statutes 48.981
- Wisconsin Statutes 115.34
- Wisconsin Statutes 115.341
- Wisconsin Statutes 115.343
- Wisconsin Statutes 115.347
- Wisconsin Statutes 118.13
- Wisconsin Statutes 118.17
- Wisconsin Statutes 120.10 (16)
- Wisconsin Statutes 120.13 (6)
- Wisconsin Statutes 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 References

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