

Hamilton High School



STUDENT HANDBOOK 2026-2027

HHS Parent/Guardian Student Handbook Agreement 2026-2027

A copy of the Hamilton High School - Student Handbook
may be accessed on the district website: www.hamilton.k12.wi.us

August, 2026

Greetings,

On behalf of the entire staff, I would like to welcome your family to Hamilton High School.

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

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

We look forward to the 2026-2027 school year! Please join us in our continuing effort to provide the very best educational experience possible for your children.

Sincerely,

Dominic Bauer, Principal
Hamilton High School

**HAMILTON HIGH SCHOOL
STUDENT HANDBOOK
2026-2027**

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Section I

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Notice of 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, Board Policies 411, 411.4 and 511, and other state and federal nondiscrimination laws, including investigation of any complaints alleging a violation of Title IX or other discrimination:

Title IX Coordinator/Nondiscrimination Compliance Officer:

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

Any questions regarding Title IX or other nondiscrimination laws may be referred to the Title IX Coordinator/Nondiscrimination Compliance Officer or to:

Denver Office
Office of Civil Rights
U.S. Dept. of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Please refer to School Board Policy 411 - Equal Educational Opportunities 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.

Section I - General Information

School Information

HAMILTON HIGH SCHOOL
W220 N6151 Town Line Road
Sussex, Wisconsin 53089-3339

Telephone: (262) 246-6471
Facsimile: (262) 246-1885

www.hamilton.k12.wi.us

Principal: Dominic Bauer

Associate Principal: Jacob Doyle

Associate Principal
and Extended Learning
Opportunities Coordinator: Marqueea Goike

Associate Principal: Lucas Jensen

Athletic/Activity Director: Jeffrey Newcomer

SCHOOL HOURS: 7:30 a.m. — 2:45 p.m.

OFFICE HOURS: 7:00 a.m. — 3:15 p.m.

The Hamilton School District does not discriminate against pupils on the basis of religion, color, sex, race, nationality, origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

Federal law prohibits discrimination in employment on the basis of age, race, color, nationality, sex, handicap, or disability.

We are all equal members of the Hamilton High School community.

“If we are accepted with our limitations as well as our abilities, community gradually becomes a place of liberation. Discovering that we are loved and accepted by others, we are better able to accept and love ourselves. So community is the place where we can be ourselves without fear or constraint. Community life deepens through mutual trust among all its members.”

Jean Vanier, Community and Growth

Section I - General Information

Welcome - Administration

August, 2026

Dear Students and Parents/Guardians:

Our theme for the 2026-27 school year is: **People**.

At Hamilton High School, our greatest strength is our people. Every student, staff member, and family contributes to creating a school community where everyone feels valued, respected, and supported. By leading with kindness, taking responsibility for our actions, and contributing in positive and constructive ways, we create an environment where everyone has the opportunity to learn, grow, and succeed.

The truth is, we can all get distracted at times by the various competing priorities of school and life. Rather than accept this as an inherent challenge, we can shift our focus to a simple but powerful priority: people. This does not mean we lower our high expectations or that every decision will be easy; rather, we keep our people at the forefront of everything we do. After all, our people are why we do what we do.

Our collective goal continues to be to inspire and empower everyone to be the best possible version of themselves in each aspect of their lives through high quality teaching and learning here at Hamilton High School. Throughout our pursuit, we are committed to prioritizing our people. It is going to be an amazing school year and we are grateful to once again be a part of it with all of you. Go Chargers!

Sincerely,

Dominic Bauer
Principal

Jacob Doyle
Associate Principal (primarily for students with last names starting with Q-Z)

Marquea Goike
Associate Principal (primarily for students with last names starting with A-C)
Extended Learning Opportunities Coordinator

Lucas Jensen
Associate Principal (primarily for students with last names starting with D-P)

Jeff Newcomer
Athletics/Activities Director

Section I - General Information

Welcome - Student Council President

August 2026

Dear Hamilton Students and Families,

Welcome to the 2026-2027 school year! Starting high school can feel both exciting and overwhelming, but Hamilton High School is a place where students quickly find opportunities to belong. From the first day of school, you will be surrounded by teachers, staff, coaches, and classmates who want to see you succeed. Whether you need help finding your classes, adjusting to a new workload, or meeting new people, there are always individuals willing to support you along the way.

One of the best parts of Hamilton is the variety of opportunities available to students. With over 40 clubs and 15 sports offered, there is truly something for everyone. Getting involved is one of the easiest ways to meet people, make friends, and become connected to the school community. Whether you are interested in athletics, music, service organizations, leadership groups, or academic clubs, joining activities can make your high school experience even more rewarding. The coaches and advisors at Hamilton care deeply about the students involved and work hard to create positive and welcoming environments.

Hamilton also encourages students to challenge themselves both academically and personally. The teachers are dedicated to helping students grow, not only as learners but as individuals. They push students to work hard while also making classrooms supportive places where questions are encouraged and effort is recognized. Throughout your time at Hamilton, you will have opportunities to discover new interests, gain confidence, and prepare for life after high school.

Freshman year is the beginning of many new experiences, friendships, and memories. High school goes by quickly, so take advantage of the opportunities around you, meet new people, and make the most of your time here. Welcome to Hamilton, and best wishes for a great school year!

Sincerely,
Elizabeth Berrall
Student Council President

Mission Statement

HAMILTON SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Hamilton School District,
a child-centered, progressive,
pro-active organization,
to ensure maximum achievement for each student through
a respectful and active learning environment;
a rigorous, relevant curriculum;
and a highly qualified, caring staff;
in concert with our diverse community.

We celebrate the fact that our students come from a variety of communities:
Butler, Lannon, Lisbon, Menomonee Falls, Milwaukee, Pewaukee and Sussex.

Board of Education

HAMILTON SCHOOL DISTRICT 2026-2027 BOARD OF EDUCATION				
Area Represented	Name and Address	Home Telephone	Elected	Term Expires
Village of Menomonee Falls	Brian Schneider, President	262.246.1973	2024	2027
At-Large	Rachel Ziemer, Vice President	262.391.8937	2025	2028
Village of Butler	John Castillo, Treasurer	262-246-1973	2024	2027
Village of Lisbon	Dawn Van Aacken, Clerk	262.391.8715	2024	2027
At-Large	Tom Seiler, Member	630.561.2883	2026	2029
Village of Lannon	Jay Jones, Member	414.530.1400	2026	2029
Village of Sussex	Ashlie Schaffner, Member	414.975.9404	2025	2028

Spirit Page



SCHOOL MASCOT: Charger

SCHOOL COLORS: Red and White

SCHOOL SONG

Come on and cheer for Hamilton High School
Faithful we will stay
Bring the praises to our Chargers
Cheer our team today
Forward, forward mighty team
Fight on to victory
Let's all give a cheer for Hamilton
To show our loyalty

Stand up and fight for Hamilton Chargers
Back our Red and White
Shout them on to a victory
Show our strength and might
Onward, onward in our battle
To get the score that's right
Rise up and yell for Hamilton
And we'll win this game tonight

Student Government and Council

Student Government Executive Board 2026-2027

President	Elizabeth Berrall
Vice President	Ella Backus
Secretary	Addison Stubler
Treasurer	Dhruti Bandrupalli
Historian	Giana Escoto
Communications	Maliha Aroush
Sgt. at Arms	Open
School Board Reps	Open
Student Council Advisor	Misty Draeger, Carl Grunewald

Student Council Class Officers 2026-2027

Class	President	Vice President
2027	Kennedy Keepers	Summer Callister
2028	Solana Encarnacion	Caitlyn LaVoy
2029	Hannah Callister	Pranit Arora
2030	TBD	TBD

Section I - General Information

District Calendar

August 2026

- Aug. 19, 20: New teacher in-service
- Aug. 24-26: Teacher in-service
- Aug. 27, 28, 31:
 - Gr. 7-12 teacher in-service
 - Gr. 4K-6 Great Start Conferences

September 2026

- Sept. 1:
 - Gr. 7-12 school begins
 - Gr. K-6 teacher in-service
 - 4K Great Start Conferences
- Sept. 2:
 - Gr. 1-6 school begins
 - 5K staggered start: Day 1
 - 4K teacher in-service
- Sept. 3:
 - 4K school begins
 - 5K staggered start: Day 2
- Sept. 7: Labor Day

October 2026

- Oct. 12: HHS, TMS 1st semester, term I ends
- Oct. 14:
 - Gr. 5K-4 parent-teacher conferences
 - Gr. 7-12 parent-teacher conferences
- Oct. 15:
 - No school for students
 - Teacher in-service
- Oct. 16: Break
- Oct. 22: Gr. 7-8 parent-teacher conferences
- Oct. 29: Gr. 4K-6 parent-teacher conferences
- Oct. 30:
 - Gr. 4K-6 students no school
 - Gr. 4K-6 parent-teacher conferences

November 2026

- Nov. 5:
 - 4K parent-teacher conferences
 - Gr. 5-8 parent-teacher conferences
- Nov. 23: Gr. 9-12 parent-teacher conferences
- Nov. 24: HHS, TMS 1st semester, term II ends
- Nov. 25-27: Break
- Nov. 30:
 - No school for students
 - Teacher in-service

December 2026

- Dec. 23-31: Winter break

January 2027

- Jan. 1: Winter break
- Jan. 18: Break
- Jan. 22: First semester ends
- Jan. 25:
 - No school for students
 - Teacher in-service

February 2027

- Feb. 15:
 - No school for students
 - Teacher in-service

March 2027

- March 4: Gr. 5K-8 parent-teacher conferences
- March 8: HHS, TMS 2nd semester, term I ends
- March 10: Gr. 9-12 parent-teacher conferences
- March 11: Gr. 4K-6 parent-teacher conferences
- March 12:
 - Gr. 4K-6 students no school
 - Gr. 4K-6 parent-teacher conferences
- March 18: 4K parent-teacher conferences
- March 22-29: Spring break

April 2027

- April 19:
 - No school for students
 - Teacher in-service
- April 28:
 - Gr. 9-12 parent-teacher conferences
 - HHS, TMS 2nd semester, term II ends

May 2027

- May 31: Memorial Day

June 2027

- June 8:
 - Gr. 4K-12 last day of school
 - Half day for students
 - Second semester ends
- June 11: HHS Graduation



2026-27 Calendar

August

s	m	t	w	th	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September

s	m	t	w	th	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

s	m	t	w	th	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

s	m	t	w	th	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

s	m	t	w	th	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

s	m	t	w	th	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February

s	m	t	w	th	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

s	m	t	w	th	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

s	m	t	w	th	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

s	m	t	w	th	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

June

s	m	t	w	th	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

s	m	t	w	th	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No classes for students Staff in-service No school for grades 4K-6

Days will be made up when schools are closed and could affect the following: June 9, June 10 and June 11.

Section I - General Information

A-B Day Calendar

Hamilton School District
07/01/2026 through 06/30/2027

Hamilton High School
2026-2027 Calendar Year

Calendar Report
07/21/2026 // 01:33:37 PM

Legend

Non-instructional day
Non school day

Period Schedules

MTRF-A
WED-A
MTRF-B
WED-B

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Default number of instructional minutes per day: 400

Total number of instructional days this year: 175

Total number of instructional minutes this year: 0

Section I - General Information

Bell Schedule

Regular M, Tu, Th, F Schedule (85-minute classes, 7-minute passing periods, 30-minute lunches, 37-minute Advisement)	
Block	Time
1	7:30am-8:55am
2	9:02am-10:27am
3	Early Lunch: 10:27am-10:57am; Class: 11:04am-12:29pm Class: 10:34am-11:59am; Late Lunch: 11:59am-12:29pm
Advisement	12:36pm-1:13pm
4	1:20pm-2:45pm

Late Start Wednesday Schedule (75-minute classes, 7-minute passing periods, 30-minute lunches, 37-minute Advisement)	
Block	Time
Weekly Teacher PLC/PLT Time	7:15am-8:05am
1	8:10am-9:25am
2	9:32am-10:47am
3	Early Lunch: 10:47am-11:17am; Class: 11:24am-12:39pm Class: 10:54am-12:09pm; Late Lunch: 12:09pm-12:39pm
Advisement	12:46pm-1:23pm
4	1:30pm-2:45pm

Section I - General Information

Telephone Numbers/Extensions

2026 - 2027

Hamilton High School (262) 246-6471			Student Last Name
Principal	Dominic Bauer	x1104	
Associate Principal	Jacob Doyle	x1105	Q-Z
Associate Principal/Extended Learning Opportunities Coordinator	Marquea Goike	x1190	A-C
Associate Principal	Lucas Jensen	x1126	D-P
Athletics/Activities Director	Jeffrey Newcomer	x1125	

Attendance Line (262) 246-1800

Please call your child's absence into the attendance line.

Or email attendance (**Preferred Method**) to: hamiltonattendance@hamilton.k12.wi.us

Please see page 33 for further information.

Student Services Department (262) 246-6476			Student Last Name
School Counselor	Kristin Hasbrook	x1128	A-C
School Counselor	Helen Geracie	x1135	D-J, X-Z
School Counselor	David Johnson	x1133	K-P
School Counselor	Tricia Rigg	x1134	Q-W
School Psychologist	Brie Decker	x1712	A-G
School Psychologist	Brynn Hermanson	x1124	H-Z
School Social Worker	Elizabeth Mistele	x1132	
Administrative Assistant	Susan Bruns	x1130	

Teacher Message Line (262) 246-1801 (Dial 4 digit voicemail after phone number)

Weekly Activities and Cancellation Website: <http://hamiltonchargers.com/>

Hamilton School District (262) 246-1973		
Superintendent	Paul Mielke, Ph.D.	x1107
Asst. Superintendent of Business Services	Amy Holley	x1110
Asst Superintendent of HR & Org Development	John Roubik	x1179
Asst Superintendent of Special Services	John Peterson	x1184
Asst. Superintendent Teaching & Learning	Cathy Drago	x4176

District Elementary Schools and Learning Center

Lannon	Maple Ave	Marcy	Woodside	Willow Springs Learning Center
P (262) 255-6106	P (262) 246-4220	P (262) 781-8283	P (262) 820-1530	P (262) 255-6190
F (262) 255-4185	F (262) 246-3914	F (262) 781-6028	F (262) 820-0314	F (262) 255-4149

Section I - General Information

Voicemail

To access telephone numbers, voice mail numbers or email addresses for HHS Administrators, faculty & staff, please follow the directions below.

HHS Administrators and HHS office staff can be reached directly by dialing 262-246-6471 followed by their four digit extension.

Teachers do not have direct telephone extensions. Call the "Teacher Message Line" at 262-246-1801, listen to the prompts and dial the 4 digit voicemail number listed for the teacher. All staff have access to email. You may send an email message by using the first 4 letters of his/her last name and the first 2 letters of his/her first name and @hamilton.k12.wi.us.

High School Administration and Assistants

Principal	Dominic Bauer	1104
Associate Principal Q-Z	Jacob Doyle	1105
Associate Principal A-C	Marquea Goike	1190
Ext Learning Coordinator	Marquea Goike	1190
Associate Principal D-P	Lucas Jensen	1126
Athletic Director	Jeff Newcomer	1125
Admin Assistant	Tracy Baumann	1102
Admin Assistant - Athletics	Janell Becker	1121
Admin Assistant	Janet Enters	1194
Admin Assistant	Kalyn Graziano	1101
Office Para	Rula LaLicata	1193
Office Para	Leah Smith	1145
Police Liaison	Deputy Leah Estes	1189
Staff Attendance	Kalyn Graziano	1101
Student Attendance	Janet Enters	1194
Speech Pathologist	Naomi Evers	1199

ESL

Alternative Ed	Andrew Renne	1202
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Applied Eng & Technology

	Jeanna Tinus	1200
	Carl Grunewald	1407
	Riley Hasler	1763
	Alan Mamerow	1762
	Kathy Rose	1760
	Tom Schlueter	1205
	John Ziemer	1168

Art

	Meredith Huber	1362
	Derek Malcore	1368
	Brianne Strelow	1308

Audio Visual Equipment

Business Education

	Kathy Krolczyk	1753
	Kendra Baumeister	1499
	Amanda Fields	1513
	Sheila Frafjord	1144
	Kristina Kender	1429
	Nicholas Loehe	1448
	Chris Oechsner	1458

Communication Arts

	Tom Deshotels	1512
	Misty Draeger	1172
	Heidi Kawczynski	1387
	Sarah Kowalske	1152
	Adrianna Mett	1363
	Kristin Miller	1175
	Ben Nysse	1384
	Jennifer Rodig	1310
	Annie Schneider	1406
	Mark Soref	1149
	Sheri Turnacli	1324
	Katie Foy	1325

EE Program Support

Exceptional Education

	Shannon Burns	1439
	Mark Busalacchi	1457
	David Dybdahl	1386
	Brooke Gronitz	1705
	Nicole Hammer	1196
	Melissa Neuharth	1187
	Mary O'Neil	1409
	Megan Rauter	1704
	Jenni Zuberbuehler	1375

Family & Consumer Science

	Janine Farrell	1209
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Fitness Education

	Colleen LaBlanc	1505
	Justin Gumm	1652
	Justin Kontny	1117
	Ben Lena	1147
	Joshua Neary	1419
	Justin Seely	1118
	Zachary Wettengel	1117
	Lauren Ullmann	1120

Student Services Department and Assistants

Counselor/Students A-C	Kristin Hasbrook	1128
Counselor/Students D-J, X-Z	Helen Geracie	1135
Counselor/Students K-P	David Johnson	1133
Counselor/Students Q-W	Tricia Rigg	1134
School Psychologist	Brie Decker	1712

Social Worker

Admin Assistant	Brynn Hermanson	1124
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Scholarship Liaison	Elizabeth Miste	1132
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Health Room	Susan Bruns	1130
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IMC/Technology Literacy Spec	Leah Smith	1145
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	Jenny Galbavy	1122
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	Brit Scheers	1123
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	Kathleen Krolczyk	1753
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	Sara Koser	1708
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	Molly Dederich	1498
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	Jacob DeJarlais	1314
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	Rebecca Derlein	1520
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	Andrew Fagan	1339
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	Kristina King	1497
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	Kyle Kuechle	1340
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	Nathan LeRoy	1357
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	Matthew Pautz	1355
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	Joseph Sciortino	1413
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	Jerry Wetherall	1423
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	Kristine Winters	1338
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	Steve Wunschel	1350
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	Jon Waite	1358
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	Sarah Troy	1370
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	Jeffrey Benjamin	1495
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	Herb Larsen	1332
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	Carrie Maxwell	1421
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	Terri Mueller	1408
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	Lisa Rezash	1385
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	Alan Simays	1301
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	Abigail Stank	1467
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	Jessia Tasev	1376
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	Monika Trafficante	1319
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	Toni Lynn Wainio	1329
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	Milan Blazek	1608
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	Andrew Bosley	1617
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	Deanna Budney	1780
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	Matthew Dahnke	1607
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	Brian Groth	1610
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	Daniel Heckman	1619
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	Ben Helm	1606
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	Lori Hinytz	1605
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	Robert Pechanach	1609
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	Nicholas Roth	1616
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	Misti Swanson	1618
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	Lawrence Hanlon	1452
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	Teresa Karrels	1153
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	Hannah Loy	1303
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	Eric Schultz	1300
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	Steffani Sheikh	1347
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	Michael Tennesen	1536
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Section II

Policies and Procedures

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Section II - Policies and Procedures

Academic Misconduct

The District views academic honesty as essential to the academic, social, and emotional growth of all students. Honest and ethical behavior is a fundamental part of the learning process. Academic honesty means that all academic work reflects the student's own legitimate and truthful effort. Academic dishonesty occurs when a student attempts to claim credit for work, knowledge, or skills that are not their own. The District does not permit academic dishonesty in any form.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- Plagiarizing from books, periodicals, newspapers, or the Internet without proper documentation.
- Submitting another person's work as one's own (e.g. from other students, parents, siblings).
- Copying another student's homework, test, quiz, project, book report, assignment, or take-home test.
- Allowing another student to copy one's work on any assignment or assessment.
- Providing or accepting information regarding specific test content.
- Stealing copies of tests or answer keys.
- Altering answers on a graded test, assignment, or project.
- Changing grades in a grade book or electronic grading program.
- Using technology in ways not authorized by the teacher.
- Copying or downloading electronic information without authorization.
- Collaborating when collaboration is not permitted.
- Using an unauthorized electronic translator in a foreign language course.
- Fabricating data in a lab or research setting.
- Stealing academic materials.
- Using concealed notes during a test.
- Attempting to earn credit for the same work in two different classes without teacher approval.

Artificial Intelligence (AI) Tools

The use of AI tools in academic work must follow the principles of honesty, integrity, and transparency. Students may only use AI tools when explicitly authorized by the teacher and in accordance with assignment guidelines. When AI use is permitted, students must:

- Accurately acknowledge any AI assistance.
- Be able to explain the content, concepts, and ideas in their final work.

Unauthorized use of AI tools is considered academic dishonest and includes, but is not limited to:

- Using AI to generate or complete assignments, assessments, or projects without teacher authorization.
- Present AI-generated ideas, writing, code, images, or solutions as one's own work.
- Failing to disclose AI involvement when required.
- Using AI to bypass the skill development or practice intended by the assignment.

The District recognizes that AI tools can be valuable learning aids when used ethically and transparently. Students, staff, and families share the responsibility to ensure that AI use enhances - rather than replaces- the learning process.

The following disciplinary measures will be enforced following any incident involving academic misconduct. Please note that **referrals for academic dishonesty are cumulative over a student's enrollment at Hamilton.**

First Offense

1. A referral will be submitted through Infinite Campus.
2. The teacher will explain the infraction and consequences to the student and the parents of the student(s) involved.
3. The teacher may utilize but is not limited to one of the following options: The student will receive partial credit on a revised assignment specified by the teacher or the student will receive no credit on the assignment and/or have no opportunity to make up the assignment.
4. The student will be informed that any two future incidents of academic dishonesty in any class will result in a failing grade for the class in which the academic misconduct takes place.
5. Additional consequences for students involved in sports and extracurricular activities may be implemented per the co-curricular handbook.

Section II - Policies and Procedures

Academic Misconduct continued

Second Offense

1. A referral will be submitted through Infinite Campus.
2. The teacher will explain the infraction and consequences to the students and the parents of the student(s) involved.
3. The teacher may utilize but is not limited to one of the following options: The student will receive partial credit on a revised assignment specified by the teacher or the student will receive no credit on the assignment and/or have no opportunity to make up the assignment. If this is the second offense in the same class as the first offense, the student will receive a zero for the work involved.
4. An administrative conference will be held with the parents and student to discuss the infraction and explain that another incident of cheating will result in a failing grade for the course in which the academic dishonesty occurs.
5. Additional consequences for students involved in sports and extracurricular activities may be implemented per the co-curricular handbook.

Third Offense

1. A referral will be submitted through Infinite Campus.
2. The teacher will explain the infraction to the student and the parents of the student(s) involved.
3. An administrative conference will be held with parents, administration, and the student to explain the consequence, as detailed in #4.
4. An F will be issued in the course in which the third incident occurred; therefore, no credit will be earned in that course.
5. Additional consequences for students involved in sports and extracurricular activities may be implemented per the co-curricular handbook.

Accidents and Insurance

The school does not cover any student for accidents which occur while in school, going to and from school, or in any school activity (Board Policy 434). Every family with high school students is urged to have insurance coverage for accidents. A student accident program is available, if interested contact Mr. Newcomer, Athletic/Activities and Director: Telephone (262) 246-6471, x1125. (See Appendix: Board Policy 451).

Advisement

We wish to build a sense of community, promote student responsibility within our school and provide an opportunity for students to receive intervention support for classes; one means of doing this is by providing an Advisement period. The purpose of Advisement is to conduct school business and allow students to meet with teachers and receive support on assignments and tests. Advisement will also be used to offer grade specific curriculum to students. The Advisement period will meet between the third and fourth block each day. In addition, students may go to the Instructional Media Center (IMC), computer labs, or attend scheduled meetings on specific days, with electronic permission via email from a teacher, a Google Calendar invitation from a teacher, or a Securly Flex request from a teacher.

A student's opportunity for learning extends beyond the time spent in class. It is essential that students spend quality time completing assignments, pursuing research, reading and studying material related to classroom experience. If a student wishes to see a teacher to be tutored and make-up deficiencies, he/she must obtain permission from that teacher via email, a Google Calendar invitation from that teacher, or a Securly Flex request from that teacher.

Travel will only be allowed with electronic permission via email from a teacher, a Google Calendar invitation from a teacher, or a Securly Flex request from a teacher. ALL travel must be completed by 12:45 p.m.

Announcements

Announcements will be read over the P.A. at the beginning of Advisement and will be posted online. If students wish to submit an announcement, it must be initiated by a teacher or administrator. Announcements are for student information and benefit; listen carefully.

Carbonated Beverages

Carbonated beverages may be purchased after school only. Vending machines with carbonated beverages will be turned on after the bell to end the school day and will be available until the close of the building.

Cell Phones, Earbuds, Headphones and Smart Watches

Please see Personal Electronic Devices, page 47 for additional information.

Class Standing

The number of credits required for graduation are 28. Students who are credit deficient will be notified of his/her class standing. Class standings are listed below. Students must have the following credits earned prior to the beginning of the school year to advance with his/her class:

- Grade 10 = 3 credits
- Grade 11 = 10 credits
- Grade 12 = 17 credits
- Graduate = 28 credits

Closed Campus

Hamilton High School is a closed campus. The desire to have students present for classes, the length of the lunch period, and because the majority of students use the bus for transportation, are some reasons for maintaining a closed campus.

Students are expected to remain in the building from 7:30 a.m. until afternoon dismissal. Once students report to school, they should not leave the building without electronic permission to leave school via attendance in Infinite Campus. If a student must leave school before regular dismissal, he/she should:

- Have their parent/guardian email hamiltonattendance@hamilton.k12.wi.us (Preferred) or call 262-246-1800 (available 24 hours a day) as far in advance as possible to report the reason for their need to leave early.

Any student entering the building after 7:30 a.m. must do so through the main entrance and check in with the attendance office.

It is important that hallways are quiet and there is no interference with classroom instruction. In addition, we need to make certain that the parking lot is safe and secure for everyone's benefit. For all of these reasons, local loitering ordinances are enforced. Please see Loitering, page 42, for additional information.

While on school grounds, students should not open any exterior door for other students or anyone else attempting to gain entrance to the school building. Students should not prop doors open or tamper with any door that may result in it being unable to lock or latch securely. Any violation of this policy is subject to disciplinary consequences in accordance with the school's progressive discipline policy.

Section II - Policies and Procedures

Closed Campus continued

Students are **not** to remain after school unless he/she has a valid reason, such as the use of the IMC, computer labs, detention, co-curricular activities, or working with a teacher. All after-school activities require the presence of a supervising staff member.

The cafeteria is the designated area for students in the building after the school day who are waiting for rides or buses. (Board Policy 434).

Confidentiality of Student Records

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

Directory Data

The Federal 'Every Student Succeeds Act' of 2015 requires that school districts receiving federal funds provide institutions of higher education or military recruiters, upon request, access to secondary school student names, addresses and telephone numbers. The law allows parents and students to request in writing that the student's name, address, and telephone number not be released.

Emergency Procedures

Students will participate in tornado, fire, and safety drills throughout the year. In addition, students are to read the emergency procedure posted in each classroom.

Exams

With respect to final course assessments at the high school level, staff may administer a unit based or cumulative assessment to aid in determining final evidence of proficiency:

- Unit Based Assessment: The last assessment of a semester is the assessment for the most recent unit. The last assessment is not cumulative in nature. The assessment has the same weight as any other unit-based assessment given during the semester.
- Cumulative Assessment: The last assessment of a semester is comprehensive of all units taught. The assessment may not constitute more than 10% of the final semester grade.

All teachers of a particular course must reach consensus on the final course assessment to be administered (unit based or cumulative). Standards/proficiency targets being addressed and scoring/success criteria must clearly be defined for students. (Board Policy 346)

Section II - Policies and Procedures

Fees

Student fees are set by the School Board. These fees are required in order to provide a full educational program. (Board Policy 656).

Grades 9-12:	\$95.00
Technology Application Fee:	\$40.00
Parking Fee:	\$220.00 (\$110.00 per semester)
Locker Padlock:	\$7.00
Sports User Fee and/or	
Extra/Co-Curricular Fee:	\$115.00 per sport (includes SAS, \$460 family cap)
	\$75.00 Co-Curricular Fee for certain clubs

For a complete listing and detailed description of the most recent sports, clubs, and co-curricular activities offered, please refer to the Hamilton Athletics website at <https://hamiltonchargers.com/>. Note that some clubs may be free to join, but participation events may have associated fees. To help ensure that student accounts remain current, families are encouraged to regularly review and pay any outstanding school fees. In accordance with Board Policy 656, unpaid student account balances may be referred to a collection agency.

Outstanding Fees/Fines

To help ensure that student accounts remain current, families are encouraged to regularly review and pay any outstanding school fees. In accordance with Board Policy #656, unpaid student account balances may be referred to a collection agency.

Each year, student accounts with unpaid balances as of June 15 may be sent to collections when a student reaches the end of a school transition year, including:

- Completion of 4th grade
- Completion of 8th grade
- Graduation from 12th grade

Families who have questions about their account balance or need assistance resolving an outstanding balance are encouraged to contact the District Business Office before June 15. This approach helps the District maintain accurate student account records while providing families with advance notice and opportunities to address outstanding balances.

Field Trip Participation

If a student has major attendance or discipline infractions, his/her eligibility to participate in field trips may be withheld. Students who participate in field trips are required to make up any missing assignments from classes that are missed.

Fundraising

All school-sponsored fundraising activities must be approved by the principal. Students may not solicit contributions or collect funds for any non-school purposes from students or school staff.

Grades

Grades at 6, 12 and 18 weeks of each semester will be accessible via Infinite Campus. At 15 weeks of each semester, progress reports will also be accessible via Infinite Campus for students earning a C- or below. All progress reports and report cards, including final semester report cards will be available through Infinite Campus. Please contact the High School Office if you need a hard copy of grade reports mailed to your home.

Section II - Policies and Procedures

Grades *continued*

Grade	%	Rubric or Letter Grade Score	Rubric % Equivalency	Range Calc.	GPA	Weighted Courses
A	93-100	4.0	100	3.6-4.0	4.00	5.00
A/B	88-92	3.5	90	3.3-3.599	3.50	4.50
B	83-87	3.0	85	2.8-3.299	3.00	4.00
B/C	78-82	2.5	80	2.3-2.799	2.50	3.50
C	73-77	2.0	75	1.8-2.299	2.00	3.00
C/D	68-72	1.5	70	1.3-1.799	1.50	2.50
D	60-67	1.0	60	0.7-1.299	1.00	2.00
F (incomplete evidence)	0-59	0.5	40	0.3-0.699	0.0	0.0
F (no evidence)		0.0	0	0.0-0.299	0.0	0.0

Incomplete Grades

If a student receives an incomplete "I" grade at the end of any grading period, he/she will have two weeks to make up the work. It is his/her responsibility to contact the appropriate teachers to make the necessary arrangements. If work is not made up, the incomplete grade may result in an "F" for the semester. If an extension is needed due to medical reasons, it is the student's responsibility to make prior arrangements with each teacher and the Student Services Office.

Health Room

A trained health paraprofessional is available throughout each school day to help students in case of accident or illness. If a student becomes ill, he/she should get electronic permission to report to the Health Room via an email from their teacher to the Health Room. If illness occurs during a passing period the student should get electronic permission to report to the Health Room via an email from their next their next block teacher to the Health Room. If the student needs to go home, the health paraprofessional will contact the parent/guardian(s) or the person identified for emergencies. The Health Room paraprofessional and parent/guardian(s), not the student, will make arrangements for the student to go home.

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.

Section II - Policies and Procedures

Honor Roll

The honor roll is published after each semester. Honor students shall be grouped in these categories:

Honor Roll	3.00 to 3.49
High Honors	3.50 to 3.99
Dean's List	4.00 to 5.00

Injuries

Students may be excused from P.E. for up to one week with a note from a parent or guardian. The student will still attend P.E. For any additional days, a healthcare provider's note with duration, restrictions, etc. is required.

Laude System

Beginning with the Class of 2028, the Laude System will replace the present class rank system. Class rank will not be routinely provided to colleges for admissions purposes. The transcript will report the student's cumulative grade point average with any accompanying distinction. Hamilton High School will recognize graduating seniors through the Laude System. The Laude System acknowledges student achievement through a combination of student cumulative grade point average and the number of advanced courses* (i.e., AP, Early College Credit, Start College Now, Dual Enrollment, Transcribed Credit, Department Specific Upper-Level Courses, Honors) completed in their high school career as calculated at the end of the 7th semester. Advanced courses must be completed with a minimum grade of 'C'. Possible laude distinctions include Cum Laude ("with distinction"), Magna Cum Laude ("with great distinction"), or Summa Cum Laude ("with highest distinction").

- a. **Cum Laude** (white honors cord)
 - i. 3.0-3.49 cumulative GPA
 - ii. At least 4 advanced course credits taken
- b. **Magna Cum Laude** (silver honors cord)
 - i. 3.5-3.749 cumulative GPA
 - ii. At least 6 advanced course credits taken
- c. **Summa Cum Laude** (gold honors cord)
 - i. 3.75-4.00
 - ii. At least 8 advanced course credits taken

Library Policies

Library materials are checked out for 3 weeks. Students may renew them online or stop by the library to have them renewed. At the end of each semester, students will be fined for the replacement cost of materials that are overdue. If a lost or overdue material is returned *that school year*, the fine will be removed from the student account. If the item is found at a later date, materials that have been paid for will not be refunded.

Lost and Found

Please turn in to the High School Office any items that appear to be lost. If something is lost or has been misplaced, check in the High School Office to see if it has been turned in. Any unclaimed items will be placed on a table outside the High School Office during parent/teacher conferences. Items not claimed by the completion of the final exams will be donated to those in need.

Section II - Policies and Procedures

Medication

If a student requires medication, it should be taken at home rather than at school, whenever possible. Any parent/guardian requesting school personnel to administer any medication(s) must complete and submit the "Medical Permission Form." (Found on our website under the *District tab*, then scroll down to the bottom where it says, *District forms and Annual notices*). Medication(s) are to be in a clearly labeled pharmacy container indicating the name of the student, the name of the medication, the dosage, the time to be given, the name of the physician, and any other pertinent information. All medication in the school is to be locked in storage in the health room. It is the responsibility of the student's parent/guardian to deliver medication as necessary and appropriate to the health room personnel. All unused medications must be picked up by the parent/guardian within one week of the termination date of administration or on the last day of school, as applicable, unless other arrangements have been made with the school. If a student wishes to carry his/her asthma inhaler during school, he/she will need to become "QUALIFIED". Forms are available in the Health Room for this purpose.

Procedures for Responding to Injury

Emergency need procedures for off-campus field trips, sport activities and events. (Board Policy 453.1, 453.1-Rule (1), 453.1-Rule (2). School personnel authorized to administer medications shall not be required to administer any medication (Board Policy 453.4-Rule, 453.4 Exhibit (1) to a student by any means other than ingestion (Board Policy 453.4).

Parking Permits

Students who drive to school and plan on parking their vehicles on school property must purchase a parking permit. Permits may be purchased for \$110.00 per semester or \$220.00 for the year. Your parking permit is a privilege and failure to comply with parking permit rules may result in the revocation of parking permits. (Board Policy 455.3)

Purchased Before November 15	Purchased Between November 15 and End of First Semester	Purchased Between Start of Second Semester and April 14	Purchased After April 14
\$220.00	\$165.00	\$110.00	\$55.00

- Students who drive to school and park on school property must register any and all vehicles with the high school office using the online registration process. Students must also pay the registration fee.

Upon registering a vehicle, the student shall receive parking identification which must be displayed according to Hamilton High School parking regulations. Students who fail to register their vehicle(s) and who park on school property may be ticketed. Students who do not display their parking identification may lose the privilege of parking on school property.

- Following a verbal warning, consequences could include but are not limited to: school issued fine, police issued citation, and temporary or permanent loss of parking privileges.
- Students will be issued one permit that is valid for all vehicles registered with the school under the student's name, except for motorcycles. To receive a permit, students must present a copy of their driver's license, in its original form.
- Students must park in the designated student parking lot. Parking areas are delineated by numbered yellow colored painted lines and students are required to park in assigned parking spaces.
- Students must park their vehicles upon arrival at school and immediately leave the student parking area. No one will be allowed to loiter in the student parking areas.

Section II - Policies and Procedures

Parking Permits *continued*

- The speed limit for all school roadways, whether posted or not, is 15 MPH.
- No item, the possession of which is illegal or in violation of school policies or regulations or which endangers the health, safety, or welfare of persons, shall be stored in or on vehicles parked on school property.
- If the administration believes that a vehicle while on school property is being used in a manner or for a purpose which may be injurious or illegal, consequences shall be provided as appropriate and/or the matter will be referred to the appropriate police department.

If a student drives a motorcycle to school, the student should park in their assigned parking space and submit the vehicle hang tag to the high school main office and may pick it up at the conclusion of the school day.

- A parking permit may be revoked due to behavior issues or a failure to follow applicable school parking rules including, but not limited to:
 - If a parking permit is lost or stolen, a replacement must be purchased from the school in order to continue to park in the school parking lot.
 - Must have all current and outstanding school fees/fines paid in full.
 - Hang their parking tag on the rearview mirror of their vehicle. If driving a motorcycle, see #8 above.
 - Leave the parking lot and enter school immediately upon parking your car. Loitering in the parking lot may be referred to the police.
 - Allow school buses leaving the school to have the right of way over all vehicle traffic.
 - Do not drive past the front of the school building when arriving or leaving for the day.
 - Drive cautiously and observe the 15 mile per hour speed limit.
 - Leave and/or return to school with the proper clearance from the attendance office.
 - Be on time to your classes and do not be truant.
 - Do not store items or materials in your car that are illegal, violate school regulations, or which endanger the health, safety, or self and/or others.
 - Do not transfer, sell, exchange, or use the permit for any purpose not intended by these rules and regulations.
- In an effort to protect the property, health, or safety of the students and staff of our school community, vehicles parked in the school parking lot are subject to random searches at any time for any reason, including searches by the police canine unit.
- The school district and the school assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle while parked.
- (Board Policy 455.3 Rule)

Section II - Policies and Procedures

Parking Violations

- Students who park in a non assigned spot without permission will receive consequences **per semester with a parking pass** according to the following protocol:
 - **First Violation:** Written warning from the School Resource Officer
 - **Second Violation:** \$25 IC fee and written warning that next violation will result in another \$25 IC fee and loss of parking pass for remainder of semester with no refund for cost of parking pass.
 - **Third Violation:** \$25 IC fee and loss of parking pass for remainder of semester with no refund for cost of parking pass.
- Students who park in a non assigned spot without permission will receive consequences **per semester without a parking pass** according to the following protocol:
 - **First Violation:** Written warning from the School Resource Officer (if parking pass has already been revoked for the remainder of semester, skip written warning).
 - **Second Violation:** \$25 IC fee
 - **Third Violation:** \$50 IC fee
 - **Fourth Violation:** \$75 IC fee
 - **Fifth Violation:** \$100 IC fee
 - **Nth violation:** \$25(n-1) IC fee

Passing Time

Student passing time between classes is 7 minutes in length; a warning will sound after 5 minutes.

Released Time for Religious Instruction

We respect every student's right to practice his/her faith. According to policy, the School Board shall permit pupils with written permission of a parent/guardian to be absent from school, at least 60 minutes but not more than 180 minutes per week, to obtain religious instruction outside the school, during the required school day. The supervisor of such religious instruction shall report monthly to the principal of Hamilton High School the names of the pupils who attended such weekly religious instruction. The School Board may deny release time to pupils who do not regularly attend such religious instruction after grant of release time to do so. The time period during which the pupil may be absent from school for religious instruction shall be determined by the School Board.

Any transportation to religious instruction or from religious instruction to the public school shall be the responsibility of the parent/guardian(s) or the organization sponsoring the religious instruction. The school district shall be released from all liability for a pupil who is absent from school in accordance with this policy (Board Policy 433.1).

School Meal Account Charges and Collections Policy and Procedures

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 (See Appendix: Board Policy 763).

Section II - Policies and Procedures

Student Expectations

Students are expected to attend school, arrive at class prepared to work, complete assigned work and abide by the rules and directives. (See Appendix: Board Policy 310 – Rule 2).

Valuables

Students are cautioned not to bring large amounts of money, radios, cameras, and other electronic equipment to school. Students, not the school, are responsible for their personal property. Be sure lockers are securely locked with a school-purchased lock. In case of theft, students should report to the High School Office to complete a theft report.

Visitors

Students must pre-arrange visits by guest students. The student's parent/guardian, along with their guest's parent/guardian, must provide written permission a **minimum of one week in advance** of the visit. No visitors are permitted one week prior to exams, holidays or breaks. Guests must not have school on the day of their planned visit. Student/guest visitor forms are available in the Student Services Office.

Parents are always welcome and encouraged to visit the school. To ensure availability, parents who wish to meet with teachers or administrators must make arrangements with those individuals prior to arriving at school. All visitors shall stop at the window in the front entrance to obtain a visitors pass to wear while in the building. A driver's license is needed to check in.

Withdrawal From School

If a student is withdrawing from school, he/she must begin the process with his/her school counselor. It is essential that students complete and turn in a withdrawal form in order to accommodate transfer of records to another school.

If a school transfer occurs within the first semester, 50% of the registration fees may be refunded. All other fees are non-refundable. Seniors who graduate after the first semester are not eligible for a refund. If a student is transferring to another school, transcript requests will be made by the school to which he/she will be transferring.

Work Permits

Effective June 23, 2017, Governor Scott Walker signed a new law removing the requirement that 16 and 17 year old minors obtain work permits. This law also changes the terminology and refers to the "employment of minors" instead of child labor.

- 16- and 17-year-old minors do NOT have to obtain a work permit prior to beginning work.
- The law makes no changes to the requirements for minors younger than 16. Minors younger than 16 will need to obtain a work permit prior to beginning work.
- This law makes no changes to any other child labor provisions. There are no changes to the maximum hours or times of days that minors younger than 16 may work, or the types of work that minors may perform.
- The cost of a work permit is \$10.00. If the minor pays for the work permit, the employer must reimburse the minor no later than the first paycheck.
- Work permits applications are online only: <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

The complete text of the law can be viewed here: <http://docs.legis.wisconsin.gov/2017/related/acts/11>

Section III

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Section III - Opportunities and Support

Academic Recognition

Students with high academic achievement will be recognized throughout the school year. Certificates are issued to students earning cumulative grade point averages of 3.5 and higher. Recognition events will also be held. An honor cord will be presented to those seniors who have earned a 3.5 cumulative GPA for seven semesters, which is to be worn at the graduation ceremony.

Dances

The following are general rules that will apply to all activities and dances held for students at Hamilton High School:

- Entrance to the event will be closed one hour after the event starts. Once a student leaves the event, he/she will not be able to re-enter.
- There will be no admittance after the doors close unless special permission has been obtained, in writing, through the High School Office prior to 3:30 p.m. on the last school day prior to the event.
- Any Hamilton High School student must request a guest pass to invite someone who is either attending another high school or is a Hamilton High School graduate. Administrative approval and a guest pass must be obtained from the High School Office prior to 3:30 p.m. on the last school day prior to the event. The Hamilton High School student is responsible for his/her guest.
- All dances will end no later than 11:00 p.m.
- All school regulations are in effect at school dances.
- All guests may only be one year removed from High School, and must fill out a dance guest form.
- Guests are limited to one per student.
- Any student who has been warned of inappropriate dancing, but continues the behavior, may be removed from the dance.

Homecoming Court Selection:

- Students **may** self-nominate.
- A student may not have received a behavioral referral of significance or athletic activity code violation during the previous or current semester.
- A student may have no more than 3 unexcused absences during the previous semester.
- The Homecoming Queen and King are elected by the junior and senior classes. Each student is allowed to cast one vote for a SENIOR MALE and one vote for a SENIOR FEMALE court member.
- Students must commit to attending Grand March and cleaning up immediately after the dance.

Prom Court Selection:

- All junior students with a cumulative 2.0 GPA are eligible for prom court.
- A student may not have received a behavioral referral of significance or athletic code violation during the current or a previous semester.
- A student may have no more than 3 unexcused absences during the current or the previous semester.
- Students must commit to the decorating process before and after Prom or be subject to removal from Court.

Section III - Opportunities and Support

Co-curricular Activities

School provides many opportunities to learn in many different ways. One of the most enjoyable ways to become involved in school is to participate in the co-curricular activities offered. Not only do students get to know classmates and teachers on a more personal level, but also learn about individual strengths and how to meet challenges.

A new club may be organized if a sufficient number of students desire it and a faculty sponsor is found. For a detailed description of the clubs and activities offered, please refer to the Co-Curricular Handbook.

For a complete listing and description of the most recent sports, clubs, and co-curricular activities offered, please refer to the Hamilton Athletics website at <https://hamiltonchargers.com/>. Note that some clubs may be free to join, but participation events may have associated fees.

Internet Privilege

Hamilton School District provides students' access to the internet as a means to further the educational goals and objectives of the district. Any student using the internet will be instructed on its proper and ethical use. Internet access is a privilege, not a right. The internet may be used for educational and research purposes only, consistent with the educational goals and objectives of the district. Misuse of the internet may result in loss of internet use privileges and/or disciplinary action.

(See Appendix: Board Policy 365.1).

Multi-Tiered Systems of Support (MTSS)

Students who do not demonstrate proficiency in math and/or reading through state, district, and/or building assessments may be required to participate in academic interventions to meet district benchmarks. (Board Policy 345.4)

National Honor Society

Membership in the National Honor Society is an honor bestowed upon a very select group of students by the Hamilton Faculty Council based on criteria and guidelines set forth by the national organization. The Hamilton Chapter of the National Honor Society is chartered by the National Council and the National Association of Secondary School Principals in accordance with the National Honor Society National Constitution.

The selection process for the Hamilton chapter of the National Honor Society is governed by the national NHS Council expectations and requirements. Selection is based on four criteria: scholarship, leadership, service and character. Juniors and seniors who have attained a cumulative 3.50 grade point average are invited to submit materials supporting their candidacy, providing evidence of their outstanding service, leadership and character.

Once selected, students are required to participate in the annual Induction Ceremony, the Academic Awards Ceremony, other events, and to perform further service and social activities throughout the school, and greater community. Members of the Hamilton Chapter of the National Honor Society are bound by the Hamilton NHS Code of Conduct and Membership Agreement.

Section III - Opportunities and Support

Student Assistance Program

Success in school depends on students' overall health and well-being. We encourage students to access the support they need in order to positively address problems and/or concerns that affect them or those close to them. There are many people, such as teachers, administrators, school counselors, school social workers, and the AODA Program Specialist to whom students can turn for assistance. School counselors, social workers, and the AODA Program Specialist have specialized training in counseling for a wide variety of concerns. Some teachers have also received training, particularly regarding drug and alcohol issues. If a student feels that the person they talk to is not able to help them with their concern, their mentor will assist them in finding someone who can. We encourage all students to talk to whomever they feel comfortable with. SAP (Student Assistance Program) services range from individual counseling, small group participation, and/or referral to a community agency for assistance. ([Board Policy 457](#)).

Student Council

Student Council is a student leadership organization within Hamilton High School. The officers plan and organize many events that may include: Homecoming week, food drives, and other service activities. Involvement in this organization benefits the school as a whole in addition to the students who are actively involved.

Student Council membership is open to all students. Council and class officers are elected by peers to serve as representatives for the student body, as a whole, on an annual basis. Student Council meets during Advisement periods as well as at other scheduled times. The obligations of this organization require students to give time both inside and outside of the school day. It is essential that members show responsibility in following through on academics as well as working to represent the student body and making Hamilton High School great.

Student Services

Counseling services are available to each student. If a student wishes to receive support, he/she should go to Student Services to make an appointment. Students can also reach out to their school counselor through email. Individual counseling is available to every student to support them in their academic, personal/social, and career development needs. These services can be provided both individually, in classroom settings and in small groups.

In addition, the Student Services Department assists classroom teachers by acting as a resource.

Additional programs initiated through Student Services include [Start College Now](#), [Early College Credit](#), [Dual Enrollment](#), SPARK, Youth Apprenticeship, Work-Based Learning and Early Graduation. Students who want more information about these programs should stop in Student Services.

In addition to the school counselors, there is also a school social worker and a school psychologist available to every student.

Tests for Educational and Career Planning

To get the most from a high school experience, students need to prepare themselves academically. They should pursue every opportunity to take tests and assessments to help them determine their career interests, skills and critical thinking abilities. In addition, the state of Wisconsin mandates that all students participate in Academic and Career Planning throughout grades 6-12. Hamilton students will use an online tool that will expose them to potential career paths, assess their skills related to those careers, develop a plan of high school courses, and research college and career options. Developing an Academic and Career Plan is a useful step for high school students as they think about and develop their future. The self-awareness gained from these opportunities will positively impact their future. The following lists a number of tests that are offered or required by the state and/or district.

ACT ASSESSMENT

The ACT assesses the skills that enable a student to be successful at the college level. Students who intend to apply to a college or university in Wisconsin must take the ACT or SAT-I. Typically the student would take the assessment in April or June of their junior year, and if necessary, retake it in October or December of their senior year, depending on deadlines. To help develop college readiness skills, students should complete the following courses prior to taking the ACT at the end of junior year.

Communication Arts 9	Algebra	20th Century	Biology
Communication Arts 10	Geometry	World History/Modern Affairs	Chemistry
Communication Arts 11	Adv. Algebra	Civics/Economics	Physics

A practice ACT test will be administered to all juniors in the fall, and an official ACT test will be administered to all juniors in late February/early March.

Pre-ACT Secure

The ACT assesses student college and career readiness in English, math, reading, science, and writing. [Pre-ACT Secure](#) will incorporate multiple question types including constructed response, selected response, and technology-enhanced items to better assess student knowledge and provide more meaningful insights. The Pre-ACT Secure test will be administered to all freshmen and sophomores in late April/early May.

FASTBRIDGE

The Fastbridge assessment is a tool used as a universal screener with progress monitoring capabilities. For a small population of students, Fastbridge will be used to assess growth and potential needs for math and/or reading interventions and supports. Most students interacting with Fastbridge will be in 9th and 10th grade.

FORWARD

Sophomores will be tested in social studies using the Forward test. This online assessment will be administered in the spring.

PSAT/NMSQT

The PSAT is a shortened version of the SAT-I, and when taken during the junior year, is the only method of entry into the highly competitive National Merit Scholarship competition. This test will also give students information about their progress in developing skills for college success. A sophomore can take this test as practice, but it is the junior test result that is used for National Merit consideration. This test is given in October; listen for announcements about signing up.

SAT-I

The Scholastic Aptitude Test, like the ACT, is used as a “college entrance exam.” It measures the knowledge and abilities important for success in college. Hamilton High School does not administer the SAT.

Tests for Educational and Career Planning *continued*

EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW

The Early College Credit Program replaces the Youth Options program. This allows students to take postsecondary courses at a **public or private university**. Students must meet the admission criteria, complete an application through the Student Services Office, and obtain Board approval prior to participating in this program. Students may be eligible to participate and receive credit for successful completion of courses if a comparable course is not offered in the school district.

Similar to the Early College Credit Program, Start College Now allows students to take postsecondary courses at Wisconsin technical schools. Again, students must meet the admission criteria, complete an application through the Student Services Office, and obtain Board approval prior to participating in this program. Students may be eligible to participate and receive credit for successful completion of courses if a comparable course is not offered in the school district.

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Section IV - Rights and Responsibilities

Rights and Responsibilities

Each student is an important member of our school community. Our community is made up of students, teachers, administrators, support staff and parents. We are working together to create a meaningful learning environment. Student rights and responsibilities in our school community are determined by the kinds of decisions students make, as well as age, maturity and to an extent, the standards of the community.

We want Hamilton High School to be a place where respect is displayed for both people and property; a place where everyone feels physically and emotionally safe. In order to achieve this goal, everyone must work together to make it happen. Every individual action helps to define the environment as a whole. Let us celebrate one another and our school publicly while working to improve it privately.

Please be aware that student rights are not limited. When we make decisions regarding student rights and responsibilities, we must balance the rights of the individual with those of our school community.

Aggressive, Anti Social or Criminal Student Activities

The district recognizes that antisocial or criminal acts by individual students or groups of students interfere with the mission of the school district. The district further recognizes that gangs, gang activities, and gang affiliations cause a disruption or interfere with school and school activities. Student antisocial behavior or criminal activities will not be tolerated and will be reported to, and monitored by, the school administration. Violations of the policy will result in the appropriate disciplinary action. (Board Policy 443.8).

Alcohol and Other Drugs

We are concerned about every student's physical and emotional well-being. We encourage all students to accept responsibility for the decisions they make in regard to alcohol and other drug use. It is against school policy and state law to possess, distribute/consume alcohol, other drugs, prescription medication or other medication, on or off school property. Students suspected of AOD use while on or off school property or at school events may be subject to the use of a breathalyzer. Any violations of these rules can result in suspension, expulsion, or referral to the appropriate law enforcement authorities. In addition, such violations can result in loss of athletic or extracurricular activity privileges. (See Appendix: Board Policy 443.4 and 443.4-Rule (1), 443.4-Rule (2)).

Attendance

Each student is an important part of our school community. Regular school attendance increases his/her chances for academic success and promotes the development of self-discipline, responsibility and punctuality. (Board Policy 431). Cooperation between home and school is essential if our students are to develop sound attendance habits and attitudes that will carry over to adult life. Wisconsin Statute 118.15(3)(c) states that parents may excuse their child from school for no more than ten (10) days in a school year. The school may require a medical excuse for absences exceeding this ten day limit. (See Appendix: Board Policy 431-Rule). All Hamilton High School attendance expectations are listed in the [one-pager](#).

Excused Absences

If a student must be absent, their parent/guardian must email hamiltonattendance@hamilton.k12.wi.us (Preferred), or call 262-246-1800 (available 24 hours a day) to report the reason for their student's absence. A student has two school days (48 hours) to clear an absence. Excused absences totaling ten days or more may require a medical excuse.

Section IV - Rights and Responsibilities

Attendance *continued*

When absent from school, parent(s)/guardian(s) assume full responsibility for their student's activities. It is the responsibility of the administration to decide whether the absence is acceptable (excused) or not acceptable (unexcused/truant). The principal/designee may excuse students from attendance in school for the following reasons:

- **Special Events** of significant and important educational value, as approved by the principal/designee.
- **Exceptional Circumstances** approved by the principal/designee, such as a death in the family, hospitalization, acute family or personal crisis, religious observances, and legal appointments which cannot be scheduled outside of the school day. (Board Policy 433.1)
- **Family Vacations** should be taken when school is not in session, whenever possible. A family vacation is defined as a trip the family takes overnight and out of town. 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. Parent/guardian(s) should understand that such absences could affect the student's academic progress
- **Student Illness** Medical verification may be required in cases of absences exceeding ten days. Medical verification can also be brought in following an appointment to exempt the student from their absence.
- **Medical Appointments** are to be made when school is not in session, whenever possible. 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, and provide a medical note to the High School Attendance Office upon their return to school.
- **College Visits** Students who visit colleges should fill out the "College Campus Visitation-Career Exploration Permission" form available on the rack outside of the High School Office. This form is signed by the parent, student, teachers, and the campus/employer. More detailed directions are on the form.

Electronic Permission to leave school via attendance in Infinite Campus

Electronic permission to leave school will be entered into Infinite Campus by the High School Office. (Board Policy 434). Doctor, dentist, or court verification documentation should be turned into the High School Attendance Office upon the student's return to school. If students leave school without a permit, he/she will be considered truant. Excused absences totaling ten days or more may require a medical excuse.

Many learning experiences cannot be replicated outside the classroom. Some of these experiences include labs, demonstrations, small group activities, video supplements, oral directions/explanations, and the practice of appropriate academic and social skills. Hamilton High School believes that these interactive classroom experiences are more vital than passive learning experiences outside the classroom.

Students having an excused absence, including out-of-school suspension, shall arrange with the teacher to make up work and tests missed. Requests for make-up work require a minimum 24 hour notice. This generally is not done for short-term illness.

Co-Curricular Participation

Per the Co-Curricular Handbook,

- To participate in an activity, A student shall attend school each day unless the absence is excused (ex. funeral, college visit, field trip, wedding). Being home sick is not an excused absence.
- Should a student be absent due to illness for more than 2 block periods, the student shall not participate in any co-curricular activity or performance on the same day as the illness. The student must finish the day at school.
- Once an unexcused absence (including a single class period of the day) has been verified, the student shall be suspended from the next scheduled contest or performance date. If the penalty cannot be served within that season, the suspension must be served in the next sport or activity and the student must complete the entire season from the beginning to end in good standing.

Section IV - Rights and Responsibilities

Attendance continued

Unexcused Absences and Tardies

Being tardy is defined as arriving after the bell, but within the first 15 minutes of a block. Arriving more than 15 minutes late to a block or missing more than 15 minutes of a block without an approved excuse will result in a student being marked absent from the block.

Beginning with the sixth tardy, students will receive consequences on a progressive basis which may include:

- Supervised Lunch Detentions
- After School Detentions
- Athletics/Activities Participation
- Parent Conference
- No Pass List
- Revocation of Parking Permit
- Attendance Contract
- Citations

School attendance takes precedence over non-school activities. Wisconsin State Statutes (118.15 and 118.16) require school attendance of a child age six to eighteen unless he/she (1) is excused temporarily for physical or mental reasons, (2) has graduated, or (3) has been authorized to attend an alternative educational program. The law further requires that any person, having under his/her control a child between the ages of six and eighteen, 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 or semester of the school year, in which the child becomes 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 or more days on which school is held during a semester (s.118.16, Wis. Stats).

Bookbags/Backpacks/Large Purses

We care about student well-being and the safety of our school. In an effort to prevent possible threats to well-being, we believe it is important to take steps to reduce the likelihood of individuals bringing inappropriate items to school. In addition, book bags/backpacks/large purses can constitute a disruption in the classroom by its location. Therefore, we require that book bags/backpacks/large purses be kept in student lockers during the school day. Students should plan to bring sport bags/clothes to the physical education locker room before the beginning of the school day. Backpacks will not be allowed in the locker room. If these rules are not abided by, the student will face consequences based on [progressive discipline procedures](#).

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. All reported instances of bullying will be addressed by administration in accordance with the progressive discipline guide.

Bus Behavior

Bus transportation is a service to our students. We are liable for student safety and well-being from the time they get on the bus to the time they depart the bus. We cannot take on the additional liability and responsibility for individuals who are not students of the Hamilton School District. Only students of the district and persons authorized in writing, by an administrator, may ride the bus to and/or from school or a school-sponsored activity. Any student who rides a school bus to a school-sponsored activity must return to school by the same bus.

Section IV - Rights and Responsibilities

Bus Passes

If a student will be riding a different bus home after school, a note will be required from both students' parent(s)/guardian(s). This means that a note must be provided from the parent/guardian of the student that is riding the bus as a visitor, **and** the student's parent/guardian who typically rides the route on a daily basis. Notes from parent/guardian(s) must be turned in to the High School Office in the morning and a pass will be issued at that time. Both notes must be presented in order to receive a bus pass and to ride. There will be no exceptions.

Bus Rider Rules

Students are expected to conduct themselves in a responsible manner at all times, particularly when riding the bus. If students do not behave appropriately; their parents/guardians will be contacted as the first step. If such misconduct continues, their privilege to ride the bus may be suspended by school authorities. The Hamilton School District uses video cameras on school buses to reduce discipline problems and vandalism on the bus. The cameras also allow the bus driver to focus on driving. (Board Policy 443.2)

Prior to loading (at designated bus stops) students should:

- Be at designated school bus stops 5 minutes before scheduled pickup time; buses will not wait for riders beyond the scheduled pick-up time.
- Respect the property and rights of all property owners while waiting for the bus.
- Not cross the road to their designated stop until the bus has stopped, flashing red lights are on, and the bus driver gives the signal to cross.
- Stay off the road while waiting for the bus and conduct themselves in a safe manner while waiting.
- Walk on the side of the road facing traffic to get to the bus stop.
- Wait until the bus comes to a complete stop before attempting to board the bus. Riders should line up in an orderly, single file manner and should not rush to get on the bus.
- High school students must board the bus at Hamilton only. Students are not permitted to join their bus at Templeton. The first incident will result in a warning and following incidents will result in progressive consequences.
- Use the handrail when boarding and leaving the bus.
- Be courteous and should not take advantage of younger students in order to get a seat.

While on the bus, students should:

- Listen to the bus driver (or chaperone) who is responsible for supervising.
- Keep head and hands inside the bus.
- Keep books, packages, coats, and all other objects out of the aisles. No animals of any type are allowed on the bus.
- Assist in keeping the bus safe and clean.
- Refrain from loud talking.
- Be aware that the use of tobacco products, vaporizers (vapes), alcohol and other drugs are forbidden at all times on the school bus.
- Not tamper with the bus or any of its equipment. Damage to the bus and/or the property of others shall be paid for by the individual(s) responsible for the damage.
- Remain in the seats while the bus is in motion.
- Be courteous to fellow students and the bus driver.
- Do not leave books, lunches or other articles on the bus.
- Prepare to depart in anticipation of their designated stop. Riders are only allowed to be dropped off by designated stop, unless a written parent/guardian request has been approved by school officials.
- Student use of personal electronic devices must adhere to Board Policy 365.1 Exhibit 2 regarding acceptable use of personal technology as the bus is considered an extension of school grounds.
 - 365.1 Rule - Students are prohibited from broadcasting or posting to the internet pictures, movies, video or other student created media taken during the school day or at a school activity without the consent of the building principal.

Section IV - Rights and Responsibilities

Bus Rider Rules *continued*

After leaving the bus:

- Do not cross the road until receiving a hand signal from the bus driver. Crossing the road is only allowed at the front of the bus, not the rear of the bus;
- Help look after the safety and comfort of small children.

Denial of riding privileges:

- The privilege of riding the school bus may be denied or withdrawn only by designated school authorities.
- Students refusing to accept or conform to necessary rules and regulations relating to bus safety will not be allowed to ride the bus.
- Drivers (or chaperones) shall report discipline incidents immediately to the appropriate building principal. Bus drivers may be required to submit a narrative supporting the report of misconduct. If a meeting is scheduled with a parent/guardian, the bus driver may be required to attend.
- The bus discipline and suspension process shall proceed according to the following format:
 - The building principal shall determine the severity of the report of misconduct and take steps of progressive discipline to remediate the situation. Recommendations of the bus driver (chaperone) shall be considered.
 - School bus riding privileges may be suspended in accordance with state law. The severity of the offense will determine the length of the suspension. The length of the suspension can vary anywhere from one day to the remainder of the school year.
 - Parents/guardian(s) may appeal the action taken upon request through the established appeal procedure.

Cafeteria

How students conduct themselves in the cafeteria is a strong indication of who they are and how they treat others. Lunchtime is a great opportunity to socialize. The cafeteria is open to students during their lunch period. Food and drinks are to be consumed in the cafeteria area only, and not on any carpeted areas. Students are not to order food or beverages to be delivered during the school day. Students are asked to please be considerate and clean up their own area. Our cooks and custodians work hard to provide a pleasant lunch environment. It is up to the students to assist them by doing their part.

Here are some simple procedures to follow:

- Return trays or any other disposable containers to the area provided for this purpose.
- Dispose of empty soda and juice cans in the appropriate recycling containers.
- Food and drink items, napkins, etc. are to be disposed of properly when leaving the lunch table. The table and floor area should be free of debris. Students will be disciplined for throwing such items. Food fights will not be tolerated and will result in suspension and/or other disciplinary consequences.
- Remain in the cafeteria area, with supervision, during the lunch periods.

Failure to comply with expectations will result in consequences such as: lunchroom clean-up, detention, and/or loss of lunchroom privileges, suspension and/or other disciplinary actions.

Section IV - Rights and Responsibilities

Class Adds and Drops

Students make course selections in the spring preceding the next school year. Course selections should be made with great care, as the ability to make changes is limited. Course offerings and staffing are determined based on student choices made at this time.

SCHEDULE CHANGES: After schedules are released in August, **schedule changes will require administrative approval and will take place for the following reasons:**

- Failure of a required or prerequisite course
- Adding/changing a course to graduate on time for postsecondary admittance
- Severely unbalanced core and elective courses throughout the year
- A missing class or open block in either semester, or an out-of-sequence course placement
- Moving up or down in rigor of a particular course (*dependent on section availability*)
- Extenuating circumstances not listed above

Schedule changes will NOT be permitted unless a student has administrative approval. Courses dropped after the first week of the semester will result in a failing grade on the transcript.

Corporal Punishment

Students shall not be subjected to corporal punishment. According to Wisconsin State Statute 118.31, the use of physical force is permitted for the following reasons: to quell a disturbance or prevent an act that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object within a student's control; for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes; to remove a disruptive student from school premises, a motor vehicle or school-sponsored activity; to prevent a student from inflicting harm on themselves; and, to protect the safety of others.

Any school official, employee, or agent of the School Board must also be allowed to use incidental, minor or reasonable physical contact designed to maintain order and control.

Corridor Conduct

Approximately 1,500 people share this building on a daily basis. It is therefore essential that each person show respect for one another as he/she moves to assigned classes. All students are expected to be in a study or work area, and out of the hallways, before the end of the 7-minute passing time. This is the time period in which students are expected to take care of restroom, locker, and other personal business needs. Loitering in the halls and/or restrooms is not permitted for reasons of safety and security, as well as out of respect for classes being conducted. Be aware that there is no running, pushing, scuffling, whistling, shouting, displays of affection, obscene language, or other forms of disorderliness in the halls. Students should make wise choices; they will be held accountable for their hallway behavior (Board Policy 443.7 and 443.8).

Section IV - Rights and Responsibilities

Derogatory Statements

We work towards creating an environment in which individuals respect one another. Statements made which degrade or demean others on the basis of appearance, body type, ethnicity, sex, sexual preference, gender identity or handicapped condition are counterproductive to establishing an environment of respect between individuals and groups. Such statements are contradictory to our mission and generally disruptive to the educational process (See Appendix: Board Policy 411 and 411-Rule).

It is expected that students will use appropriate language. Hateful language that does not respect individual characteristics, such as race, gender, sexual orientation, cultural background, religious belief, body type, etc. is inappropriate and will not be tolerated.

If any student is a victim of this type of behavior or is being harassed over time, they are encouraged to alert a trusted adult and to report the infraction. Offensive language, disrespect, or the use of profanity are unacceptable in most educational and social contexts, including the workplace, and will not be permitted in our schools. Disciplinary referrals for language offenses may be made on a progressive scale. Progressive discipline includes consequences, which range from reprimand, to out-of-school suspension and possible police referral.

Disruption

No student shall:

- occupy any portion of the school premises with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
- block the entrance or exit of any school building, property, or corridor room so as to deprive others of access.
- set fire to or otherwise damage any school building or property.
- discharge, display, or otherwise threateningly use any firearms, explosives, or other weapons on school premises.
- prevent or attempt to prevent the convening or continued function of any school class, activity or lawful meeting or assembly on the school campus.
- prevent students from attending a class or activity.
- except under the direct instruction of the principal, block normal pedestrian or vehicle traffic on a school campus or adjacent grounds.
- continuously and intentionally make noise or act in any other manner so as to interfere seriously with a teacher's ability to conduct class.
- engage in public displays of affection.
- engage in behavior, which is disruptive, insubordinate, destructive or dangerous to the welfare of others.
- urge, encourage, or counsel other students to violate any other preceding portions of this rule. Progressive discipline at an appropriate level will apply and may include suspension for more than five days and less than fifteen days with related recommendations, to the School Board for expulsion. A pre-expulsion conference may be held during the suspension period, previous to a recommendation for expulsion.
- Possess or use any type of nuisance items such as laser pointer, squirt gun, boom boxes, etc. Possession of such nuisance items will result in their confiscation.

It is expected that students will act in a respectful manner toward others. It is expected that students will not cause disruptions in the hallways. This would include, but is not limited to, congregating in a manner that disrupts traffic flow such as: running, horseplay, jumping, grabbing, pushing, and creating a disruption for a classroom. If a student is disrespectful or causes a disruption, a referral will be made to administration and disciplinary action will be taken. A referral to the Waukesha County Sheriff may be made for disorderly conduct. It is expected that students follow staff directions. For example, when a staff member asks a student to show his/her student ID, he/she is expected to give the ID to the staff. If the student chooses not to give the ID to the staff, the consequences will increase. If a student chooses not to follow directions, a referral will be made to administration and disciplinary action will be taken.

Section IV - Rights and Responsibilities

Dress and Appearance

We work to provide a physically and emotionally safe environment for all members of the Hamilton High School community. Students have the right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process, or endanger student health and well-being.

Guidelines Aligned to Hamilton School District Board Policy 443.1

- It is policy at Hamilton High School that students will attend school clothed and groomed in an appropriate manner.
- Any article of clothing, manner of hairstyle, or application of makeup, which is determined by the administration to interfere or disrupt the education process is prohibited. This includes, but is not limited to, expressions that are obscene, profane or pornographic, representations of illegal behavior, expressions or representations that demean race, religion, gender, sexual orientation, disability, national origin, creed or ethnicity; and expressions or representations that advocate pain, death, suicide or drug use.
- Also, midriff tops and tank tops with oversized armholes or spaghetti straps, short shorts, skirts and skorts, or any clothing that is revealing or disruptive to the learning environment are not appropriate for school wear.
- Chains attached to belts or wallets must be tucked in pockets and are not acceptable if they are below the level of shirt.
- Pants must be pulled over under garments.
- Hats and other headgear (other than for religious and/or health purposes), such as combs, picks, visor caps, sunglasses on top of the head, or bandanas/headbands on the forehead, are not to be worn in the school building. This excludes; ponytail holders, hair clips, and hair accessories with the purpose of keeping hair out of students' eyes.
- Students may not wear robes, pajamas, onesies, or fleece blankets.
- Footwear is required while at school.
- The district will comply with all applicable state and federal laws in enforcing these provisions, including but not limited to the Individuals with Disabilities Education Act.
- Coats and jackets are not to be worn during the school day unless worn as part of a warm-up suit.
- Student dress at extra and co-curricular activities, dances, and other school-sponsored events shall be appropriate, not disruptive to the activity, and ensure health and safety.
- Head covers, coats and bookbags/backpacks/large purses are to be stored in assigned lockers.
- Special safety equipment or protective clothing must be worn when required for the health and safety of students.
- Progressive discipline procedures will apply in the areas of dress and appearance. (Board Policy 443.1).

(The District will implement the dress code in accordance with federal law regarding reasonable accommodation and prohibiting discrimination.)

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 parents(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. (See Appendix: Board Policy 446.3)

Section IV - Rights and Responsibilities

Equal Educational Opportunities

No student should face discrimination of any form. If a student believes he/she has been discriminated against, we strongly encourage him/her to seek assistance. Please use the following procedure (See Appendix: Board Policy 411):

- Talk to a trusted teacher, counselor, or other staff member about any concerns.
- Report complaints to the school administrator in writing.
- The school administration will acknowledge receipt of the complaint within five days. Within fifteen days, the school administrator will investigate and make a decision regarding the complaint.
- The decision may be appealed, in writing, to the School Board within fifteen school days of the decision. The Board must hear the appeal within thirty calendar days of receiving the appeal request. The Board must inform the student of their decision within fifteen calendar days following the hearing.
- The decision to the State Superintendent of Public Instruction may be appealed within thirty calendar days.
- Discrimination complaints involving special education or programs governed by federal law have different procedures. This information can be obtained from the school district Supervisor of Special Services.

“The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities, shall not be abridged or impaired because of the student’s sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.....” (See Appendix: Board Policy 411).

False Alarms

We cannot tolerate disruptions to the educational environment or threats to our students’ safety. Setting off a false alarm or discharging a fire extinguisher is against the law. Wisconsin Statute 941.13 provides that “whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with the lawful efforts of firemen to extinguish a fire may be fined not more than \$500 or imprisoned not more than one year or both.” Consequences may include, but are not limited to: community service, suspension, fines, police referral and/or referral for expulsion.

Fines

Fines and/or fees that are owed to the school must be paid before students are allowed to participate in extracurricular activities. Students will be informed of the amount of fines at the time of disciplinary or administrative intervention, and will have a minimum of five school days to pay fines before losing extra-curricular participation privileges. If a student does not pay their school fees by the end of the school year, they will roll over to the next academic year. All fees must be paid in full prior to graduation in order for the student to participate in the ceremony.

Gambling

Gambling in school is not permitted. Gambling related to card playing or any other type of betting enterprise is not permitted and is subject to disciplinary intervention.

Section IV - Rights and Responsibilities

Homework

Homework is an important part of student learning experiences at Hamilton High School. Learning does not start and stop with the beginning and the end of the school day. Accepting responsibility for homework is an important part of preparing for the world of work. Homework requests made by parents and received by 10:00 a.m. will be available at the end of the school day by 3:15 p.m. Students are encouraged to access teacher websites to stay up to date on homework assignments.

Homework, which is properly designed, carefully planned, and geared to the development of individual students, meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant, to learn to work independently, to improve the skills that have been taught, and to complete certain projects. It should also provide parent/guardian(s) with an opportunity to acquaint themselves with the school program and their own child's educational progress (Board Policy 345.3).

Make-up Homework

Students, under normal conditions, are given 2 days to make up the work for one day's absence upon their return to school following an approved absence. Homework requests made by parents and received by 10:00 a.m. will be available at the end of the school day by 3:15 p.m. Extensions of this time may be granted by the principal only in unusual circumstances. Failure to complete the missing work may result in a failure being recorded for the class. For scholastic eligibility, an incomplete is not to be considered a passing grade.

Immunizations

To be admitted to Hamilton School District, a student must have on file, Immunization records as required by law; or an Immunization waiver (Board Policy 453.2)

Lockers

The school district strives to provide a safe and healthy school environment for students and staff. School lockers are provided for the convenience of students and are to be used solely and exclusively for the storage of outer garments, footwear and other school items. The lockers assigned to students are the property of the Hamilton School District. Under state law and district policy, the building principal, associate principal, district administrator, school employees (specifically designated), a police liaison or law enforcement officer, working in cooperation with school officials, may search a pupil's locker as determined necessary or appropriate without notice or consent of the pupil and without a search warrant. Any unauthorized items found in the locker may be removed, confiscated, or held for disciplinary proceedings, turned over to law enforcement officials, or returned to the parent/guardian(s) of the student.

Students must purchase a red lock from the High School Office for their hall locker. This lock is their property for the duration of high school. Use of any other lock is prohibited and will be cut from the locker. For protection, it is important for students to lock their lockers. If students do not do so, access to their locker will be denied. Students are not permitted to share lockers. Violations of these rules will result in appropriate consequences. Students **MUST** use their assigned locker. To minimize the presence of drugs in our school, random canine locker sweeps will be conducted throughout the year. (See Appendix: Board Policy 445.1).

Please be aware that random searches by Police Canine Units will occur.

Section IV - Rights and Responsibilities

Loitering

Hamilton High School students are considered to be loitering if students are not in their properly assigned area. Loitering may result in consequences of suspension and/or police referral.

Any unauthorized persons found in the school building between the hours of 7:00 a.m. and 3:30 p.m. shall be referred to the police and prosecuted under Town of Lisbon Ordinance Section 41.44.

Non-discrimination

The Hamilton School District is committed to a policy of non-discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, disability, physical, mental, emotional or learning disability, handicap, or any other factor provided for by state and federal laws and regulations.

This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

Parent/Guardian Rights to the Curriculum

The Hamilton School District recognizes the right of parent/guardian(s) to inspect instructional materials and to deny their child's participation in certain curricular activities in accordance with state and federal laws and regulations. The Board further recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Parent/guardian(s) may make requests regarding the above to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The school district's attorney may be contacted when making decisions under this policy. The principal shall inform the parent/guardian(s) in writing of her decision in a timely manner.

If a parent/guardian is not satisfied with the building principal's decision, he/she may appeal to the Director of Educational Services/Human Resources. Further appeals may be made to the District Administrator, the Board, and if necessary, to the State Superintendent of Public Instruction.

Accommodations made under this policy shall be provided to students without prejudice effect.
(See Appendix: Board Policy 334 and Rule 334)

Passes

Students are expected to arrive at their classes on time and prepared, having taken care of any other needs during the 6 minute passing period. If an emergency arises and they must leave their classroom, they are required to have a classroom issued red pass. Restroom and locker passes are not considered an emergency and generally will not be issued. It is up to the discretion of teachers whether or not to allow students in the halls during a class period. If students are stopped in the halls and asked to see the pass, it is expected that it be displayed in a respectful manner. Hall traffic is a serious disruption to the educational environment. For safety reasons, we have a responsibility to assure that only members of the school community are in the building. Use the privilege wisely and with respect.

Section IV - Rights and Responsibilities

Personal Electronic Devices

- Students **are** allowed to use personal electronic devices (cell phones, iPods, laptops, audio-devices, smartwatches, etc.) before and after school, during passing times, and during lunch.
- Student use of personal electronic devices must adhere to Board Policies 365.1 Exhibit 2 regarding Acceptable Use of Personal Technology Devices on School Grounds and 443.6 regarding Student Use of Cell Phones, Two Way Communication and Other Communication or Recording Devices.
- Use of cameras and image recording devices in restrooms, dressing rooms, and lockers or other private areas where privacy is an expectation is prohibited. (See Appendix: Board Policy 443.6)
- Students are **not** allowed to use personal electronic devices **during class**. Students are expected to follow teacher directives regarding use and storage of electronic devices during class; in particular the schoolwide directive that, when a student enters their classroom (Blocks 1-4 and Advisement), the student's cell phone must be stored in their assigned slot in the teacher's cell phone caddy. Students who do not follow teacher directions or refuse to surrender electronic devices will be subject to administrative referral and progressive discipline.
- Students are required to use their school-issued Chromebook each day for school. If their Chromebook is broken, lost, or under repair, they must check out a loaner device from the IMC until their replacement Chromebook is ready.
- Students who use their personal electronic devices without permission or in a manner not intended will receive consequences according to the following protocol:
 - **First Offense:** Device will be surrendered to the teacher and returned to the student at the end of the block.
 - **Second Offense:** Device will be surrendered to the teacher and given to the High School Office. The student can retrieve the device from the High School Office at the end of the day.
 - **Third and Subsequent Offenses:** Device will be surrendered to the teacher and given to the High School Office. A parent/guardian must pick up the device. As with any persistent classroom/school disruption, progressive discipline will be applied as deemed necessary.

Printed Matter and Symbols

Bulletin Boards

Bulletin board space is provided for student use and for student organizations. This includes an area for information relating to out-of-school activities or matters of general interest to students. Students must have administrative approval in order to post this information. They must also state the name of one or more students responsible for its posting and an official posting date. All posted materials must be removed after a reasonable time to assure full access to the bulletin board.

Printed Matter

Students may distribute newspapers or other printed material of a not-for-profit nature with permission of the building administration. Keep in mind the following: 1) the time of such activity shall be limited to periods before school begins, after dismissal and during lunch time; 2) when distributing these materials, please be respectful of the school environment and personal choice; 3) on all printed matter and petitions distributed on school property, state the name of the sponsoring organization and the name of at least one student member of the organization; and 4) the administration may deny distribution of material which is obscene, according to current legal definitions, libelous or likely to create a clear and present danger or which promotes the commission of unlawful acts or disruption of the operation of the school.

Publications

All student publications are considered part of the curriculum and shall be produced by students. Editing shall be done by student editors. The principal may review materials prior to publication and may suspend publication of obscene material according to current legal standards, if it is libelous, if it is likely to create a clear and present danger because of the commission of unlawful acts, or if it disrupts the operation of the school. (Board Policy 372).

Section IV - Rights and Responsibilities

Printed Matter and Symbols *continued*

Symbols

The wearing of arm-bands, buttons, or badges, bearing slogans or sayings shall be permitted unless obscene, according to the current legal standards, libelous, or likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.

Progressive Discipline

When students display appropriate behavior, such as regular attendance, promptness, and good citizenship, they will be recognized in a positive manner. This positive recognition may include praise from a staff member, certificates, awards, recognition at awards assemblies, and community recognition. When students face consequences for inappropriate behavior or decisions, we firmly believe in fairness and in providing opportunities for them to learn from their mistakes. We recognize their efforts to improve and to make better choices. If they continue to make poor decisions, they will be held accountable for their actions. Consequences increase based on the number of disciplinary referrals and on the severity of the incidents. Examples include: warning, supervised lunch detentions, removal from class (District Code of Classroom Conduct), community service, loss of privileges, after-school detention, in-school suspension, out-of-school suspension (Board Policy 446.2, 446.3), fines, a pre-expulsion conference, parent conference, referral to the appropriate law enforcement agency, temporary or permanent removal from a class, and/or restitution. See the [Behavioral Consequences Progressive Discipline Guide](#) for further explanation. In addition, this may have an impact on their eligibility for participation in extracurricular activities, based on the athletic/activities code. See the Athletic/Activities Co-Curricular Handbook for further explanation. No personal electronic devices can be used during detention time.

A student who faces the consequences of out-of-school suspension is suspended from all school activities taking place on or off school grounds. Suspended students are not to be on school grounds or present at any school-sponsored activities throughout the period of suspension. Students suspended on a Friday may not participate in school activities until Monday.

Please refer to Disruption, pages 38-39, for further information on unacceptable behavior and accompanying consequences. If a student engages in inappropriate behavior not specifically cited in this document, the behavior will be dealt with in a manner that reflects the spirit of this document. School Board policy will be adhered to in carrying out any actions related to school disciplines.

Student Harassment

The Hamilton School District shall maintain a learning environment free from harassment or intimidation toward and between students regardless of race, color, creed, religion, disability, sex, sexual orientation, national origin, ancestry, citizenship, or other legally protected status. Harassment is a form of misconduct, which creates an intimidating, hostile, or offensive learning atmosphere. This includes the spreading of rumors and/or behavior intended to ostracize someone. This also includes severe episodes of non-verbal aggression.

Any student who believes he/she has been subjected to harassment should report the incident in accordance with the district's established harassment complaint procedures. If the student is not comfortable discussing the incident with the designated person, he/she may report it to any employee. The employee will then report the incident in accordance with the procedures (See Appendix: Board Policy 411-Rule).

Section IV - Rights and Responsibilities

Student Searches

We have a responsibility to ensure the safety of all students. Therefore, school officials may search students if there is reasonable suspicion for suspecting that the search will turn up evidence that they have violated or are violating either the law or the rules of the school. The search measures taken must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction (Board Policy 445). Administration will communicate with families via email or phone call following a student search.

Technology

The Hamilton School District provides students with a Chromebook and access to computers and related technologies as a means to further the educational goals and objectives of the district. Students must abide by the Acceptable Use Agreement for Student Use of District Provided 1:1 Technology Devices (365.1-Exhibit 3). Misuse of these resources may result in loss of technology privileges and/or disciplinary action. In addition, students take full responsibility for the safety and security of the devices they bring into the building. Students should not share their logins or passwords with other students. In addition, students must submit an internet permission form before being allowed to access the Internet at school. (See Appendix: Board Policy 365.1, 365.1-Exhibit 3)

Theft and Vandalism

It is important to respect the property and rights of others. Students will be held accountable if they cause, or attempt to cause, damage to school or private property. The same applies if they steal school or private property, either on school premises or during a school function, off school premises. He/she may be referred to the police and consequences as outlined in "Progressive Discipline" may apply. Other consequences include restitution and community service. Students and their parent(s)/guardian(s) will be held accountable for damages. (Board Policy 443.7).

Threats to School Safety

Hamilton High School works to maintain a safe environment for all who enter. Any threats to that safety impact the educational process. The costs associated with, and the disruption and anxiety that come to a school community as a result of destructive acts or threats of violence are not acceptable. Be aware that Wisconsin law provides that "whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning any attempted or alleged attempt being made or to be made to destroy any property by the means of explosives shall be fined not more than \$1,000 or imprisoned not more than one year in the county jail." In addition, state law also provides that "whoever threatens to cause the death of or bodily harm to any person or to damage any person's property is guilty of a Class I felony." Additional school-related consequences may include suspension and/or referral for expulsion.

Section IV - Rights and Responsibilities

Tobacco and Nicotine Products

Smoking and the use of cigarettes or any other tobacco or nicotine products (as defined by state law) including smokeless tobacco, look-alike cigarettes, vaporizers (vapes), and e-cigarettes shall be prohibited on Hamilton School District property for all students, employees and citizens. Students are also prohibited from possessing tobacco, nicotine products (as defined by state law), smokeless tobacco, look-alike cigarettes, vaporizers (vapes) and e-cigarettes while participating in school-sponsored or supervised activities. Notices concerning this policy will be posted (Board Policy 833).

If tobacco and/or nicotine produces (as defined by state law), smokeless tobacco, look-alike cigarettes, vaporizers (vapes), and/or e-cigarette products are found in possession of students while on school grounds or busses, the following progressive discipline procedure will be followed:

1. First offense will result in a one day suspension, referral to the AODA counselor, and a referral for a citation to the school resource officer for possession and/or use of tobacco products on school premises. Parent(s)/guardian(s) will be contacted by an administrator.
2. Second offense will result in a two day out-of-school suspension, referral to the AODA counselor, and a referral for a citation to the school resource officer for possession and/or use of tobacco products on school premises. A re-entry meeting will be conducted and a behavior contract will be created and signed at the meeting. Parent(s)/guardian(s) will be contacted by an administrator.
3. Third offense will result in an up to 5 day day out-of-school suspension and a referral for a citation to the school resource officer for possession and/or use of tobacco products on school premises. A Pre-expulsion hearing will be scheduled.
4. Fourth offense will result in moving forward with an expulsion hearing with the Hamilton School Board.

In an effort to commit to our tobacco free community, sensors have been installed in various locations.

Weapons

No one shall possess a dangerous weapon on school premises, except as specifically provided by Board Policy 443.5. Disciplinary action will be the responsibility of the school principal. (See Appendix: Board Policy 443.5).

Section V

Pertinent School Board Policies

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

Section V - Pertinent School Board Policies



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.

Section V - Pertinent School Board Policies

6/15/2021

BoardDocs® Policy: 334 Parent Rights and the Curriculum



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

Section V - Pertinent School Board Policies

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BoardDocs® Policy: 334 Parent Rights and the Curriculum

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	October 5, 2021
Last Reviewed	May 4, 2021
Prior Revised Dates	6/21/2004, 5/15/2006, 6/18/2012

1. Parents/guardians are responsible for reviewing the curriculum 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	October 5, 2021

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).

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Book	Policy Manual
Section	300 - Instruction
Title	Guidelines for Maintenance and Confidentiality of Student Records
Code	347-Rule
Status	Active
Adopted	February 18, 1980
Last Revised	November 18, 2024
Prior Revised Dates	6/29/1987, 12/19/1988, 8/21/1989, 11/6/1990, 10/17/1991, 12/17/2001, 9/5/2006, 7/15/2013, 6/20/2016, 6/18/2018, 5/17/2021

Student records are all records relating to an individual student maintained by the school. A "record" is any material on which written, drawn, printed, spoken, visual or digital information is recorded or preserved, regardless of physical form or characteristic. The District maintains several types of student records, including directory data, progress records, behavioral records, student physical health records, and patient health care records.

Student records, however, do not include the following:

1. Any notes or records maintained for personal use by a teacher or other person who is required by the state superintendent to hold certificate, license, or permit, as long as these notes or records are not available to others.
2. Records necessary for, and only available to people involved in, the psychological treatment of a student.
3. Law enforcement unit records, which are records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement. A law enforcement unit is any individual, office, division, department, or other component of the District that is authorized or designated by the school board to: (1) maintain the physical security and safety of the school, or (2) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the District. In the Hamilton School District, the Waukesha County Sheriff's Department police liaison officer serves as a law enforcement unit.
4. Test protocols, test instruments and interpretive materials that do not contain personally identifiable information, such as the student's name. (Answer sheets that do contain the student's name, are student records, and may require explanation and interpretation from school staff.)

Directory data means those student records which include the student's: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student.

Progress records means those student records which include the: student's grades, a statement of the courses the student has taken, the student's attendance record, the student's immunization records, certain lead screening records, and records of the student's school extracurricular activities.

Behavioral records means those student records that include: psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his or her immunization records, certain lead screening records, certain law enforcement officers' records, and any other student records that are not progress records.

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Student physical health records means student records that include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, certain lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the state superintendent.

Patient health care records are all student records relating to a student's physical health that are not contained in the list of student physical health records.

Access to Student Records

The District must protect the confidentiality of and allow access to student records as provided by this rule and applicable law. As a result, the confidentiality and access provisions described in this rule are not exhaustive. For example, the District must also comply with the provisions of the Children's Online Protection Act regarding information available on its website, the National School Lunch Act regarding information in student records regarding free and reduced price meal eligibility, and the Confidentiality of Alcohol and Drug Abuse Patient Records Regulation regarding students who apply for or receive alcohol or drug abuse treatment services. The District also addresses related issues, such as parent access to information under the Protection of Pupil Rights Amendment (PPRA) of the General Education Provisions Act, and security of electronic data in other policies.

Access to Student Records Generally (Excluding Patient Health Care Records)

1. Persons Employed by the District, Designated Law Enforcement Officers, and Other School Officials. The District must make student records available to persons employed by the District who are required by the Department of Public Instruction to hold a license (e.g., teachers license), to law enforcement officers who are individuals designated by the School Board and assigned to the District, and other District officials who have been determined by the School Board to have legitimate educational interests, including safety interests, in the student records.

A legitimate educational interest exists when a District employee or official reasonably needs to know the information to perform his or her professional responsibilities. This includes, but is not limited to: 1) performing educational or discipline related tasks in connection with a student; 2) providing services to a student or the student's family, such as emergency health care, counseling, special education, or related services, and school or job placement services; and 3) performing administrative or other duties for the District.

Those with legitimate educational interests may include a person employed by or working on behalf of the District as a school board member, administrator, supervisor, instructor, support staff member (including health or medical staff and police-school liaison personnel); a person or company with whom the District contracts to perform a specific task (such as an attorney, auditor, medical consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks; or other school district officials.

Nothing in this rule prohibits the District from using a student's records in connection with the suspension or expulsion of the student, unless otherwise prohibited by law.

2. Students and Parents or Guardians. A student or the parent or guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records. Also, an adult student or the parent or guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent or guardian shall, upon request, be provided with a copy of the behavioral records. The District must comply with such requests as soon as practicable, and within 45 calendar days after the District receives the request.

Under this rule and applicable law, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to that child's student records.

The District may disclose personally identifiable information from the student records of an adult student to the student's parent(s) or guardian, without the written consent of the adult student, if the student is financially dependent on his or her parent(s) or guardian, unless the student has informed the District in writing that the information may not be disclosed. If the student is not financially dependent on his or her parent(s) or guardian, the District will disclose the information if the adult student gives the District written permission, as described in item (3) of this section.

Applicable law limits a parent's right to information regarding a student's reproductive health and HIV test results.

3. Persons Named In Authorization for Release of Records. An adult student or the parent or guardian of a minor student may give the District written permission to release the student's progress records or such portions of the student's behavioral records as determined by the person authorizing the release. When the District receives such permission, it must disclose the student's progress records and any specified behavioral records to the person named in the permission. Adult students or parents or guardians requesting

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disclosure should complete the District's "Authorization for Release of Records" form. The District may not disclose law enforcement officers' records under this section unless the adult student or parent or guardian of a minor student specifically authorizes disclosure in the written permission.

4. Courts in Response to Subpoena. The District must disclose student records to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of a witness who has testified in the action. If required by law, the District will make a reasonable effort to notify the adult student or parent or guardian of a minor student of the subpoena prior to complying with the court order.

5. Public Officers and the Department of Public Instruction. The District may provide any public officer with any information required to be maintained under Chapters 115 to 121 of the state statutes. Upon request by the DPI, the District shall provide to the DPI, any information contained in a student record that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with the requirements under Chapters 115 to 121 of the state statutes. Student records may also be provided to the DPI for other purposes permitted under both state and federal law.

6. Various agencies for purpose of providing services before adjudication.

a. For any purpose concerning the juvenile justice system and the system's ability to effectively serve a student, prior to adjudication:

- i. The District shall disclose pertinent student records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the student, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.
- ii. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law.

b. For the purpose of providing services to a student before adjudication, the District may disclose student records to a tribal school if disclosure is pursuant to an agreement between the School Board and the governing body of the tribal school and if the School Board determines that enforceable protections are provided by a tribal school policy or tribal law that requires the tribal school official to whom the records are disclosed not to disclose the records to any other person except as permitted under this subsection.

7. Courts in Compliance with Court Order. Student records shall be disclosed in compliance with certain court orders, as required by applicable law. If required by law, the District will make a reasonable effort to notify the adult student or parent or guardian of a minor student of the court order prior to complying with the court order.

8. Disclosure to Appropriate Parties in Emergency. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: (a) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and (b) the parties to whom the District disclosed the information.

9. Disclosure of Records to Designated Agencies for Use in Prosecution Related to Sexually Violent Persons. The District shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under Chapter 980 of the state statutes (related to commitment of sexually violent persons), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation.

10. Disclosure of Records for Open Enrollment Purposes. The District shall provide student records necessary for purposes of open enrollment in another public school district to the extent required by law. These records may include copies of any individualized education program (IEP) that has been developed for a student with a disability and the following student discipline-related records:

- a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
- b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
- c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

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11. **Caseworker or Other Representative of Department Responsible for Student's Care and Protection.** The District may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the Department of Children and Families, County Department of Social Services, County Department of Human Services, or tribal organization that is legally responsible for the care and protection of the student. The caseworker or other representative must be authorized by the department or organization to access the student's case plan, and they may not further disclose the student records except as permitted by law.
12. **For any other purpose permitted by law, including but not limited to reasons under Wis. Stat. 118.125 and the Family Educational Rights and Privacy Act (FERPA).**

Access to Directory Data

On an annual basis, the District must notify all parents, legal guardians, and guardians ad litem of the categories of information designated as directory data with respect to each student. This notice shall also state that the parent, legal guardian, or guardian ad litem must notify the school within 14 days if the parent, legal guardian, or guardian ad litem does not want the District to disclose all or any part of the directory data regarding their child without the prior consent of the parent, legal guardian, or guardian ad litem. If the District allows the parent, legal guardian, or guardian ad litem 14 days to respond, and does not receive notice from the parent, legal guardian, or guardian ad litem that the directory data may not be disclosed without the prior consent of the parent, legal guardian, or guardian ad litem, the District may disclose the directory data to any person without the consent of the parent, legal guardian, or guardian ad litem.

If the District has notified the parent, legal guardian or guardian ad litem that a student's name and address has been designated as directory data and that he or she has 14 days to inform the school that the student's name and address may not be released without the prior consent of the parent, guardian or guardian ad litem, and if the District has allowed the parent, legal guardian or guardian ad litem 14 days to respond and does not receive notice from the parent, legal guardian or guardian ad litem that the student's name and address may not be disclosed without the prior consent of the parent, legal guardian or guardian ad litem, then the District upon request must disclose the names and addresses of students expected to graduate during the current school year to a technical college district board.

If the District has notified the parent, legal guardian or guardian ad litem of the information that has been designated as directory data and that he or she has 14 days to inform the school that such information may not be released without the prior consent of the parent, guardian or guardian ad litem, and if the District has allowed the parent, legal guardian or guardian ad litem 14 days to respond and does not receive notice from the parent, guardian or guardian ad litem that such information may not be disclosed without the prior consent of the parent, legal guardian or guardian ad litem, then the District upon request must disclose such information relating to any such student enrolled in the District, to any representative of a law enforcement agency, district attorney, city attorney or corporation counsel, county department of social/human services, court of record or municipal court, for the purpose of enforcing that student's attendance, investigating alleged criminal or delinquent activity by the student or responding to a health or safety emergency.

Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students unless an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):

- a. To institutions of higher education: a high school student's name, address, and telephone number.
- b. To military recruiters: a high school student's name, address, telephone number, and electronic mail address

No person may solicit, disclose or use personal information collected from students for the purpose of marketing, or to sell that information or otherwise providing that information to others for that purpose. For the purposes of this paragraph, "personal information" includes individually identifiable information such as the student's name, address, email, telephone number, or social security identification number.

Access to Specific Types of Progress Records

1. **Law Enforcement – Attendance Records Only.** The District must provide a copy of a student's attendance record to a law enforcement agency if the law enforcement agency certifies the following in writing: 1) the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and 2) the law enforcement agency will not further disclose the student's attendance record except as permitted by law. When the District discloses a student's attendance record to a law enforcement agency for purposes of a truancy investigation, the District will notify the student's parent or guardian of the disclosure as soon as practicable after the disclosure.
2. **Fire Investigator – Attendance Records Only.** The District must provide a copy of a student's attendance record to a fire investigator if the fire investigator certifies the following in writing: 1) the student is under investigation for arson; 2) the attendance record is necessary for the fire investigator to pursue the investigation; and 3) the fire investigator will only use and further disclose the student's attendance record for the purpose of pursuing the investigation.

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3. County Department Supervising Student under Dispositional Order – Attendance Records Only. If school attendance is a condition of a student's dispositional order under state law, the District shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.

4. Technical College District, Department of Health Services, Department of Children and Families, or a County Department – Names of Withdrawn Students Only. Upon request, the District must provide the names of students who have withdrawn from the public school prior to graduation to participate in a program leading to high school graduation or an equivalency diploma to the technical college district board in which the public school is located. The District must also provide this information, upon request, for verification of eligibility for public assistance under Chapter 49 of the state statutes, to the Department of Health Services, the Department of Children and Families or a county department of social/human services.

5. Community Services. Annually, on or before August 15, the District shall report to the appropriate county department of community programs established under sections 51.42 and 51.437 the names of students who reside in the District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under section 51.42 or 51.437 (community mental health, development disabilities, and alcoholism and drug abuse services). The parent(s) or guardian(s) of such students, or the students in some circumstances, shall be contacted to obtain informed consent prior to making such a report.

6. Judge - Progress Records Only. Upon request, the District shall provide the judge of any court of this state or of the United States with a copy of all progress records of a student who is the subject of any proceeding in such court. If required by law, the District will make a reasonable effort to notify the adult student or parent or guardian of a minor student of the request prior to complying with the request.

7. Court - Names of Dropouts Only. In response to a court order, the District must provide to the court the names of students the District knows to be dropouts residing within the county which the circuit court is located or the municipality in which the municipal court is located. If required by law, the District will make a reasonable effort to notify the adult student or parent or guardian of a minor student of the court order prior to complying with the court order.

Access to Pupil Physical Health Records

1. Department of Health Services – Immunization Records Only. The District must make information from a student's immunization records available to the Department of Health Services to carry out immunization requirements.

2. State and Local Health Officials – Lead Screening Records Only. Information from any student lead screening records shall be made available to state and local health officials to carry out the purposes permitted by law.

Access to Patient Health Care Records

All patient health care records must remain confidential. As a result, any District employee receiving patient health care records must keep that information confidential, unless disclosure is permitted by applicable law. For example, the law permits disclosure to persons with the informed consent of the adult student or a minor student's parent or guardian. As noted above, parents who have been denied periods of physical placement with their child do NOT have the rights of a parent or guardian with respect to their child's patient health care records.

The District's patient health care records may be released upon request without informed consent as allowed by applicable law, and to a District employee or agent, if the following apply:

1. The employee or agent has responsibility for the preparation or storage of patient health care records; or
2. Access to patient health care records is necessary to comply with a requirement in federal or state law. This includes school district employees and agents who need the information to carry out specific duties relating to the identification, to a child with a disability under state and federal special education laws.

Any student record that concerns the results of a test for the presence of HIV, antigen or non antigenic products of HIV or an antibody to HIV (the virus which causes acquired immunodeficiency syndrome-AIDS) shall be confidential and, subject to some limited exceptions, may be disclosed to other persons only with the informed consent of the test subject.

Parent or Adult Student Consent to Disclosure

For purposes of this policy, "consent" means written consent that includes all of the following information:

- name of the student whose record is being disclosed;
- type of information to be disclosed;
- names of the person(s) making the disclosure;

- purpose of the disclosure;
- individual, agency or organization to which disclosure may be made;
- signature of the student, if an adult, or the parent or guardian of a minor student and the relationship to the student;
- date on which the consent is signed; and
- time period during which the consent is effective.

When requesting consent for release or exchange of information from a parent or guardian or student, the District will provide its "Authorization for Release of Information" form. To consent to release or exchange of information, the parent or guardian or student must complete, sign and date the form.

Fees for Copies of Student Records

The District may charge a fee for copies of student records, unless the fee effectively prevents a parent or guardian of an eligible student from exercising the right to inspect and review the record. Where the fee represents an unusual hardship, the District's record custodian may waive it in part or in its entirety. The District's record custodian is the District Administrator. The fees for copies of the records will be the actual, necessary and direct cost of reproduction and/or transcription of the record unless a fee is otherwise specifically established or authorized to be established by law. A schedule of fees may be obtained from the record custodian.

Maintaining Student Records

Each Building Principal has primary responsibility for maintaining the confidentiality of student records kept in his/her own building, "including Section 504 records." Law enforcement unit records (which are not student records, as discussed above), AODA records, and patient health care records must be maintained separately from a student's other records.

The Supervisor of Special Services has primary responsibility for maintaining the confidentiality of all student records stored at the central office (excluding disciplinary records) for students with disabilities under IDEA and for students who have been referred for Pupil Services evaluations. -

All requests for inspection of progress and behavioral records, other than those regarding special education or pupil services evaluations, should be directed to the Building Principal. All requests for inspection of special education or pupil services evaluations should be directed to the Supervisor of Special Services. All requests for inspection of patient health care records should be directed to the Supervisor of Special Services.

All files where records are kept will be secured when not in use. The District must maintain a record of requests for access and disclosures with each student record as long as the student records are maintained. With the exception of patient health care records as provided below, this record does not include access by parents or guardians, the student, school officials, any party with written consent from the parent, any party seeking directory data, or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena where the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed, or a party seeking or receiving the records as directed by certain ex parte court orders. When the record is required, it must include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

The District must maintain a record of all persons, including parents or guardians and school personnel, obtaining access to patient health care records. A record of access to patient health care records must also include the time of the release and identify the specific records released.

Transferring Student Records

Building principals are responsible for transferring records within the District when students transfer between buildings. Building principals must ensure that professional staff review the records of each student transferring from elementary to middle to high to ensure compliance with the IDEA and Section 504. The building principal of the sending building is responsible for transferring records to the receiving building. If building principal of the receiving building does not receive the records, he/she must contact the sending building to request the records immediately.

The District must transfer all student records relating to a specific student, including behavioral records, to another public or private or tribal school or school district without consent no later than the next working day after one of the following occurs:

1. the District receives written notice from the student, if he or she is an adult, or his or her parent or guardian if the student is a minor, that the student intends to enroll in the other school or school district; or
2. the District receives written notice from another school or district that the student has enrolled; or
3. the District receives written notice from a court that the student has been placed in a juvenile correctional facility or a secured residential care center for children and youth.

The District forwards student records as requested so long as the disclosure is for purposes related to the student's enrollment or transfer.

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The District must transfer student records only. As a result, personally identifiable records that are not student records (including, but not limited to, personal notes or records used for the psychological treatment of the pupil, as defined above) may not be transferred.

When transferring patient health care records generated within the District, the District must seal these records in a separate envelope and address them to the receiving school or district's health care provider. To transfer patient health care records received from outside providers, the District must request informed consent from the adult student or the parent or guardian of a minor student, or from the minor student depending on the contents. If the District receives consent, it must transfer the record as a sealed patient health care record. If the District does not receive consent, the District must prepare a summary of the educationally relevant information and transfer it without consent as a pupil physical health record. The District must retain copies of these records as required by applicable law, and the "Destroying Student Records" section, below.

Destroying Student Records

The District will maintain all student progress records for five (5) years after the student ceases to be enrolled in the school. This includes records of students who transfer out of the District, graduate, or leave the District for any other reason.

The District will maintain students' behavioral records for one (1) year after the student ceases to be enrolled in the District, unless the adult student or parent or guardian of a minor student specifies in writing that the records may be maintained for a longer period of time or unless otherwise required for compliance purposes. This includes records of students who transfer out of the District, graduate, or leave the District for any other reason.

Special education records for students with disabilities under the IDEA will be maintained for one (1) year after the student graduates or otherwise ceases to be enrolled in the District.

When a student is initially identified as a student with a disability under the IDEA, the District must notify the adult student or parent or guardian of a minor student of this requirement in writing. The notification must request consent to maintain the student's special education records for one year after the student ceases to be enrolled in the District. For students identified as students with disabilities before October 1, 2005, the following procedures will apply: Within three months of graduation or immediately when a student otherwise ceases to be enrolled, the District must notify adult students and parents or guardians of minor students in writing of this requirement. The notification must request consent to maintain the student's special education records for one year. If the District does not receive such consent, either at the time of initial identification, graduation, or when the child ceases to be enrolled in the District, the District must remove personal identifiers from the records so that they may be kept for the five-year period. The District must maintain a separate list of codes and corresponding personal identifiers for audit purposes.

The District will maintain patient health care records for one (1) year after they are created or received from a source outside the District. The school nurse is responsible for maintaining these records.

Amending Student Records

A parent or guardian of a minor student, or an adult student, who believes that information contained in student records is inaccurate, misleading or violates the privacy rights of the student may request amendment of the records by submitting a written request to the District Administrator ("the Administrator"). The written request should: (1) describe the specific part of the student record the parent or student believes is inaccurate, misleading or otherwise in violation of privacy rights and (2) state the amendment requested. The Administrator must decide whether to amend the record. If the Administrator refuses to amend the record, he or she must inform the parent or guardian or adult student of the decision in writing within 15 school days after receiving the request written decision must include notice of the right to a hearing before the Board of Education.

If the parent or guardian or adult student requests a hearing, the Board shall hold the hearing within 15 school days after receiving that request. The District shall notify the parent or guardian or adult student of the date, time and location of the hearing in advance. At the hearing, the parent or guardian or adult student shall have a full and fair opportunity to present evidence, and the opportunity to be assisted and represented by one or more individuals, including an attorney of their choice, and at their own expense. The Board will issue a written decision within 15 school days after the hearing. The decision will be based solely on the evidence presented at the hearing and include the summary of the evidence and reasons for the decision.

If, as a result of the hearing, the Board of Education decides that the record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it must amend the record accordingly and inform the parent or guardian or adult student of the amendment.

If, as a result of the hearing, the Board of Education decides that the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it must inform the adult student or parent or guardian of the right to place a statement in the record. The District must maintain the statement as a part of the record and be disclosed whenever a portion of the records to which it relates is disclosed. Any statements placed in a student's records pursuant to this section must be maintained as long as the record or contested portion is maintained.

Annual Notices Regarding Student Records

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Annually, the District must notify parents, guardians and students of their right to:

- inspect and review the student records, and the procedure to exercise this right;
- seek amendment of the student's school records if they believe the records are inaccurate or misleading or otherwise in violation of their privacy rights, and the procedure for requesting the amendment of records;
- consent to the disclosure of the student's school records, unless otherwise authorized without consent;
- file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The notice includes a statement of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. The District must ensure parents or guardians who are disabled and parents who have a primary or home language other than English are effectively notified. When a student transfers into the district after the District has given this notice, the District must provide a copy of the notice to the student and his/her parents or guardians.

As noted above, on an annual basis, the District must notify all parents, legal guardians and guardians ad litem of the categories of information designated as directory data with respect to each student. This notice must be in writing and state that the parent, legal guardian or guardian ad litem must notify the school within 14 days if the parent, legal guardian or guardian ad litem does not want the District to disclose all or any part of the directory data regarding their child without the prior consent of the parent, legal guardian or guardian ad litem. If the District allows the parent, legal guardian or guardian ad litem 14 days to respond, and does not receive notice from the parent, legal guardian or guardian ad litem that the directory data may not be disclosed without the prior consent of the parent, legal guardian or guardian ad litem, the District may disclose the directory data to any person without the consent of the parent, legal guardian or guardian ad litem.

Annually, and before the provision of service, a health care provider within the District must provide a student's parents or guardians with the provisions of access to patient health care information within the District.

Complaints Regarding Alleged Student Records Law Violations

Adult students or parents or guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for any alleged violation of the federal Family Educational Rights and Privacy Act (FERPA) at the following address:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

Parents of students with disabilities may also contact the Wisconsin Department of Public Instruction. They may obtain further information by consulting the District's statement of parent rights under the IDEA, or contacting the Supervisor of Special Services.

Legal

[Wisconsin Statutes 118.125](#)

[Wisconsin Statutes 252.15 \(3m\)](#)

[Wisconsin Statutes 253.07 \(3\)\(c\)](#)

[Wisconsin Statutes 767.41 \(4\)](#)

[20 U.S.C. § 1221 \(General Education Provisions Act\)](#)

[20 U.S.C. §1232g \(Family Educational and Privacy Rights Act\)](#)

[34 C.F.R. Part 99](#)

[Individuals with Disabilities Education Act](#)

[34 C.F.R. Part 300](#)

Section V - Pertinent School Board Policies



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](#)

110, Educational Philosophy and Objectives

Section V - Pertinent School Board Policies

Cross References

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

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

ACCEPTABLE INFORMATION TECHNOLOGY USE AGREEMENT

This document is given to all student users of information technology in the Hamilton School District. Each student must sign the agreement and obtain a parent or guardian's signature before being allowed to access information technology including the network, Internet, and district owned devices.

Internet access is available to students in the Hamilton School District. It offers vast, diverse, and unique resources to both students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. It provides students with access to electronic communication; information and news; public domain software and shareware of all types; discussion groups; information from universities and from commercial, governmental, and other sources.

In accordance with federal law requirements, a technology protection measure (i.e., filtering) shall be in operation on all district computers with Internet access as one measure to protect against access to inappropriate or harmful material on the Internet, including visual depictions that are obscene or child pornography. On a global network, however, it is impossible to control all materials and a persistent user may discover controversial information. The District believes that the benefits of Internet access to students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages.

The continued availability of information technology, including the Internet in the school district, relies upon the proper conduct of end users. Guidelines are provided so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the network, including Internet access.

Guidelines for Use of Information technology

1. The use of school devices must be consistent with the educational goals and objectives of the Hamilton School District. Accessing Internet sites or transmitting materials or images that could be obscene, (pornographic), harmful to minors or inappropriate is prohibited. Bullying, hate mail, harassment, discriminatory remarks, materials, and images promoting drug or alcohol abuse, physical abuse, and other antisocial behaviors are unacceptable.
2. Student may not represent their own opinions, written or implied, as those of the Hamilton School District or (name of school)
3. Illegal activities are strictly forbidden. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted materials and threatening or obscene material.

**Hamilton School District
Acceptable Technology Use Agreement**

365.1 Exhibit 1

4. District information technology including network, hardware, and software are the property of the Hamilton School District. System operators have access to all accounts and files.
5. Users shall abide by the rules of network use. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of information technology or the network by other users.
6. All messages accessed, generated, received or stored within the district's student information system remain the property of the district. The district reserves the right to monitor and disclose communications therein in order to ensure it is being used for approved purposes only.
7. Users must not reveal any personal addresses or phone numbers or any other personal identifiers or those of others online.
8. All communications and information accessible via the network should be assumed to be intellectual property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.
9. The district's content filter is programmed to block access to materials or images that could be obscene, sexually explicit (pornographic), harmful to minors or inappropriate as required by the Children's Internet Protection Act (CIPA). However, the internet filter has limitations. It is the responsibility of the user to minimize the computer screen and alert the teacher if inappropriate content makes it through the filter.
10. Attempts to gain unauthorized access to system network, program or devices is prohibited.
11. Any malicious attempt to access, harm, modify, or destroy data, or data of another user is prohibited.
12. Students may not broadcast or post to the internet pictures, movies, video or other student created media taken during the school day or at a school activity without the consent of the building principal.
13. Students may not represent the Hamilton School District or its activities on district or personal technology without authorization of the school principal or district administrator.

Supervising instructors shall monitor network and Internet activities of students while in school. Supervising instructors will monitor and enforce information technology use guidelines.

APPROVED: May 1, 2012

REVISED: July 2014, June 15, 2015, January 2, 2018

Page 2 of 3

**HAMILTON SCHOOL DISTRICT
Sussex, WI**

**ACCEPTABLE USE AGREEMENT FOR
STUDENT USE OF DISTRICT-PROVIDED 1:1
TECHNOLOGY DEVICES**

Purpose: Hamilton School District provides and assigns Chromebook for student use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about the District expectations for students and families.

It is the expectation of the District that students will use District-provided devices responsibly and understand the appropriate and acceptable use of both the technology and District network resources. It is also expected that students will make a good faith effort to keep their District-provided devices safe, secure, and in good working order. Our agreement and procedures include the following specific responsibilities and restrictions.

Responsibilities

Students are expected to adhere to the following guidelines each time a District-provided device is used. Students will:

1. Charge their device at home nightly, bringing it to school each day with a full charge;
2. Communicate in a responsible and ethical manner.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including but not limited to, personal attacks or threats toward anyone made while using District-provided devices, must be reported to the appropriate District staff member.
4. Respect Internet filtering and security measures included on the device. All devices are configured so that the internet content is filtered both when students are at school and when accessing any other public or private network.
5. Only use District-provided devices for school-related purposes during the instructional day and refrain from personal, commercial, or political use during the school day.
6. Follow copyright laws, fair use guidelines, and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
7. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using a District-provided device. Files stored and information accessed, downloaded or transferred on a District-provided device is not private insofar as they may be viewed, monitored, or archived by the District at any time.
8. Transport Chromebook with the screen closed and secured in a protective case.
9. Provide **their own** headphones and/or ear buds as needed for school related work.

10. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
11. Return the device, the charger, and the carrying case (if supplied) upon transferring out of school or at the end of senior year.

Restrictions

Students may not:

1. Reveal or post identifying personal information, files or communications to unknown persons through email or other means using the Internet.
2. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations
3. Attempt to access networks and/or other technologies beyond their authorized access. This includes attempts to use another person's account, password and/or access secured wireless networks.
4. Share their own password, or attempt to discover login information belonging to others. Sharing a password is not permitted and may subject the device holder to disciplinary action and liability for the actions of others if issues arise regarding unauthorized use of an assigned device.
5. Download and/or install any programs, files or games from the internet or other sources onto any District-provided device without District permission. This includes the intentional introduction of viruses and other malicious software.
6. Tamper with Chromebook hardware or software, attempt an unauthorized entry into Chromebook, and/or vandalize or destroy the device or files.
7. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to: pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The use of District technology devices to engage in this particular behavior is prohibited, no matter whether the conduct occurred on District property or away from school.
8. Modify or remove the Hamilton School District asset tag or the manufacturer serial number and model number tag.

In addition to the specific responsibilities and restrictions detailed above, it is expected that students and their parent(s)/guardian(s) will properly care for and maintain the District-provided device. In order to keep devices secure and damage free, students must follow these additional guidelines:

- Students are responsible for the device, charger, cords, school-owned case, and all other District-provided equipment. Students may not loan any of the aforementioned items to anyone else.
- Refrain from eating or drinking while using the device. Any foreign substance that comes in contact with the device can cause critical damage to the device.
- Do not stack objects on top of the device; leave outside or use near water.
- Devices should not be left in vehicles.
- Devices should be stored and maintained in a moderate temperature.
- Do not store or transport papers between the screen and keyboard.

**Hamilton School District
Acceptable Use Agreement for Student Use
of District-Provided 1:1 Technology Devices**

365.1-Exhibit (3)

Chromebook Damages

If a Chromebook is damaged or lost, the school must be notified immediately. If a student damages or loses a Chromebook due to negligence as determined by the District, the student and their parent/guardian will be responsible for paying the appropriate repair costs up to the full cost of device replacement. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
 2. Lending equipment to others.
 3. Using equipment in an unsafe environment.
 4. Using equipment in a careless manner.
 5. Ignoring proper use guidelines delineated above
- Students who do not have their Chromebook at school due to damage, warranty or otherwise, may be allowed to use a Chromebook loaned from the school – subject to availability and the stated reason for the damage. The above conditions apply to all loaned units including responsibilities, restrictions and costs for damages until the original repaired unit can be returned to the student.
 - If the Chromebook charger or carrying case is damaged or lost, the student will be responsible for paying the appropriate repair costs as determined by the District up to the full cost of replacement.
 - Access to District-provided devices and network access is a privilege. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with this agreement.

Estimated Cost of Repair Parts (non-warranty):

- AC-Adapters - \$35
- Screen - \$50
- Full Keyboard - \$85
- Key Repair on Keyboard - \$6 per key
- Entire Unit Replacement - \$200
- Carrying Case Replacement - \$25

Hamilton School District
**Acceptable Use Agreement for Student Use
of District-Provided 1:1 Technology Devices**

365.1-Exhibit (3)

STUDENT AGREEMENT

I understand and will abide by the responsibilities, restrictions, and guidelines contained above in this Hamilton School District **Acceptable Use Agreement for Student Use of District-Provided 1:1 Technology Devices**. I further understand that in the event that my District-provided device or equipment is damaged or lost due to negligence, I must pay the appropriate replacement costs as determined by the District. Any violation of this Agreement may result in restriction or revocation of my information technology, network, and Internet use privileges as well as other disciplinary action. If the violation constitutes a criminal offense, the appropriate authorities will be contacted.

Student's Name: (please print)

Student's Signature:

School:

Date Signed:

PARENT/GUARDIAN AGREEMENT

As the parent/guardian of the above named student, I have read the Hamilton School District **Acceptable Use Agreement for Student Use of District-Provided 1:1 Technology Devices** and understand that my son/daughter is required to abide by the responsibilities, restrictions, and guidelines contained in this Agreement. I understand that my son/daughter may bring a District-provided device to school to use for education research, collaboration and communication purposes consistent with District educational goals and objectives. I will not hold the District responsible for any lost, damaged or stolen District-provided device. I further understand that in the event that my son/daughter's District-provided device or equipment is damaged or lost due to negligence, I must pay the appropriate replacement costs as determined by the District.

Parent/Guardian Name: (please print)

Parent/Guardian Signature:

Date Signed:

Section V - Pertinent School Board Policies

6/17/25, 9:30 AM

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Book	Policy Manual
Section	400 - Students
Title	Equal Educational Opportunities
Code	411
Status	Active
Adopted	September 21, 1987
Last Revised	July 25, 2024
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, 4/19/2021

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) 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.

Section V - Pertinent School Board Policies

6/17/25, 9:30 AM

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- 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 411.4/411.5, the student or employee should file a complaint pursuant to the procedures in Board Policy 411.4/411.5. 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.

Section V - Pertinent School Board Policies

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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

Assistant Superintendent 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, Assistant Superintendent 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-Rule, Discrimination and Harassment Complaint Procedures

411.3, Bullying

411.4, Title IX Sexual Harassment Prohibited

411.5, Nondiscrimination on the Basis of Sex in Education Programs or Activities and Related Grievance Process (Suspended Policy)

420-Rule (3), Procedures for Enrollment and Placement of Homeless Children and Youth Special Education Handbook

433.1, Released Time for Religious Instruction

Section V - Pertinent School Board Policies

6/17/25, 9:42 AM

BoardDocs® LT



Book	Policy Manual
Section	400 - Students
Title	Discrimination and Harassment Complaint Procedures
Code	411-Rule
Status	Active
Adopted	September 21, 1987
Last Revised	September 16, 2024
Prior Revised Dates	2/5/1991, 9/3/1991, 8/21/1995, 1/2/2001, 10/21/2013, 6/20/2016, 9/21/2020, 4/19/2021

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 411.4/411.5, he or she should follow the complaint procedures in Board Policy 411.4/411.5. 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 Assistant Superintendent 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.

Section V - Pertinent School Board Policies

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- 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 Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent of Human Resources and Organizational Development or designee shall send a copy of the report to the complainant, Superintendent, 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 Superintendent.

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 Assistant Superintendent of Human Resources and Organizational Development, a written appeal may be submitted to the Superintendent within fifteen (15) calendar days after the report is sent by the Assistant Superintendent of Human Resources and Organizational Development, indicating the nature of the disagreement. The Superintendent/designee may schedule a meeting of all parties to review the issues presented in the appeal. The Superintendent 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 Superintendent'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 superintendent 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 Superintendent. 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

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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
411.5, Nondiscrimination on the Basis of Sex in Education Programs or Activities and Related Grievance Procedures (Suspended Policy)
Special Education Handbook

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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

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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

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Book	Policy Manual
Section	400 - Students
Title	Title IX Sexual Harassment Prohibited
Code	411.4
Status	Active
Adopted	July 20, 2020
Last Revised	January 27, 2025
Prior Revised Dates	9/21/2020, 4/19/2021, 9/16/2024

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 for student complaints, and Board Policies 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 school employee conditioning education benefits on participation of unwelcome sexual conduct (i.e. quid pro quo);
 - 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
 - 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.

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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;
- i. 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
Assistant Superintendent 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.

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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 investigatory report shall be sent to both parties with at least ten (10) days to review and respond. The investigator shall also

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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 Superintendent

If a party is not satisfied with the determination of responsibility by the decision-maker, a written appeal may be submitted to the Superintendent within ten (10) calendar days after the determination of responsibility is delivered, indicating the nature of the disagreement. The Superintendent/designee may schedule a meeting of all parties to review the issues presented in the appeal. The Superintendent 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 Superintendent'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 superintendent 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.

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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
411.5, Nondiscrimination on the Basis of Sex in Education Programs or Activities and Related Grievance Process (Suspended Policy)
511, Equal Opportunity Employment
512, Employee Harassment
Employee Handbooks

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Book	Policy Manual
Section	400 - Students
Title	Attendance/Tuancy Procedures
Code	431-Rule
Status	Active
Adopted	September 5, 1989
Last Revised	June 23, 2025
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, 10/1/2019

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. Educational Support Staff Responsibilities - The administrative assistant/educational support staff 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 two (2) unexcused full or partial absences, the following actions will be taken for all students, including those in the Open Enrollment Program:
 - 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 Truancy (Unexcused Absence) Notice, will be sent to the parent/guardian via registered or certified or first class U.S.P.S. mail or via email.

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- c. If the student is attending the District through the Open Enrollment Program, the notice shall also inform the parent/guardian: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process the parent/guardian or student may follow if they believe the student was erroneously marked truant.
 - d. Consequences for unexcused absences by students in grades 6-12 may be scheduled, i.e. detention, supervised study program, in-school suspension, community service, loss of parking privileges as appropriate, truancy referral. If assigned, these consequences will be documented in Infinite Campus.
3. STEP 3: For the fifth (5th) unexcused absence, the following actions will be taken:
 - a. A final administrative review of the truancy pattern will occur with consultation with the social worker and school counselor.
 - b. The "Notification of Habitual Truancy Letter" will 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 any one or more of the following personnel: school administrator, school social worker, counselor, and school resource officer to discuss the student's truancy. (The notice shall include the name of the school personnel with whom the parent/guardian will 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.
 - a. At this meeting, the status of the student will be reviewed including:
 - Credit/academic status
 - Current academic progress
 - Factors contributing to truancy
 - Additional/different educational options
 - Referral possibilities
 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 statement of encouragement to monitor student attendance records in Infinite Campus.
 5. If the student is attending the District through the Open Enrollment Program, the notice shall also inform the parent/guardian: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process the parent/guardian or student may follow if they believe the student was erroneously marked truant.
4. STEP 4: If further absences occur after parent/guardian/student conference and/or habitual truancy notification, the following actions may be taken:
 - a. A truancy referral by the school social worker or counselor may 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.
 - c. Parents of open enrollment students may be sent an Open Enrollment Status Terminated Due to Habitual Truancy Letter via registered or certified or first-class U.S.P.S. mail and e-mail,

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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 will be attached to the letter. The letter may be hand-delivered to the parent/guardian by the social worker.

Cross References

District Truancy Plan

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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 26, 2023
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, 6/16/2014

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 dove 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.

"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.

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](#)

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[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), Student Alcohol or Other Drug Use 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

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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	June 26, 2023
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, 7/21/2014

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 dove 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.
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.

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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), Student Alcohol and Other Drug Use 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

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Book	Policy Manual
Section	400 - Students
Title	Student Alcohol and Other Drug Use Enforcement Procedures
Code	443.4-Rule (2)
Status	Active
Adopted	February 5, 1991
Last Revised	June 26, 2023
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, 1/20/2020

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 dove 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 and nicotine products, as defined by Board Policy 443.4:

- Contact parent or guardian
- Progressive discipline including, but not limited to,
 - In school suspension
 - Saturday School
 - Out of school suspension
 - Pre-expulsion conference
 - Municipal citation(s) (Fines as provided in applicable state laws and local ordinances may also be levied.)
- May contact police
- Contact Student Assistance Program

2. Suspected of using or being under the influence of drugs or alcohol, as defined by Board Policy 443.4:

- Contact parent or guardian
- Possible suspension
- May contact police
- 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
- Contact Student Assistance Program

3. Possession of drugs or alcohol, as defined by Board Policy 443.4:

- Confiscate drugs/paraphernalia and/or alcohol
- Contact police (if the conduct is a violation of law)
- Contact parent or guardian
- Suspension

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- e. May recommend pre-expulsion conference and/or expulsion
 - f. Contact Student Assistance Program
4. **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
5. **Selling and/or distribution of drugs, alcohol, or tobacco and nicotine products** 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

C. Repeated Violations

1. **A second violation (involving drugs and/or alcohol)** 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
2. **A third violation (involving drugs and/or alcohol)** 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.

D. 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).

Legal

[Village of Lisbon - Ordinance 5.10, Smoking Prohibited](#)

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

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1/3/25, 10:12 AM

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Book	Policy Manual
Section	400 - Students
Title	Weapons on School Premises
Code	443.5
Status	Active
Adopted	February 5, 1991
Last Revised	December 16, 2024
Last Reviewed	July 20, 2015
Prior Revised Dates	8/19/1991, 8/21/1995, 6/1/2004, 6/27/2007, 6/18/2012, 4/28/2014

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 (as defined in 18 USC 921(a)(3)), 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.

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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

[18 USC 921\(a\)\(3\)\)](#)
[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

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7/21/26, 11:36 AM

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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	June 22, 2026
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, 1/20/2020

Definitions

Wireless Communication Device - A portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties; which includes but not limited to, cellular telephone, smart watches, AngelSense devices, a tablet computer, a laptop computer, and a gaming device.

Policy

Student use of wireless communication devices during school hours is prohibited, except as specifically authorized by the building principal, in accordance with Acceptable Use Agreement for Student Use of Personal Technology Devices on School Grounds (365.1-Exhibit 2), or as permitted under the following exemptions to the general prohibition on the use of wireless communication devices:

1. In the event of an emergency or a perceived threat.
2. To manage a student's health care.
3. A use included in a student's individualized education program (IEP) or a plan developed under Section 504 of the Rehabilitation Act of 1973.
4. For educational purposes when use is authorized by a teacher during instructional time.

Wis. Stat. § 120.12(29)(b)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

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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 Statute 120.12\(29\)](#)
[Wisconsin Statutes 175.22](#)

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
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	Academic Honesty
Code	443.9
Status	Active
Adopted	September 15, 2025

The District views academic honesty as essential to the academic, social, and emotional growth of all students. Honest and ethical behavior is a fundamental part of the learning process. Academic honesty means that all academic work reflects the student's own legitimate and truthful effort. Academic dishonesty occurs when a student attempts to claim credit for work, knowledge, or skills that are not their own. The District does not permit academic dishonesty in any form.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

1. Plagiarizing from books, periodicals, newspapers, or the Internet without proper documentation.
2. Submitting another person's work as one's own (e.g., from other students, parents, siblings).
3. Copying another student's homework, test, quiz, project, book report, assignment, or take-home test.
4. Allowing another student to copy one's work on any assignment or assessment.
5. Providing or accepting information regarding specific test content.
6. Stealing copies of tests or answer keys.
7. Altering answers on a graded test, assignment, or project.
8. Changing grades in a grade book or electronic grading program.
9. Using technology in ways not authorized by the teacher.
10. Copying or downloading electronic information without permission.
11. Collaborating when collaboration is not permitted.
12. Using an unauthorized electronic translator in a foreign language course.
13. Fabricating data in a lab or research setting.
14. Stealing academic materials.
15. Using concealed notes during a test.
16. Attempting to earn credit for the same work in two different classes without teacher approval.

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Artificial Intelligence (AI) Tools

The use of AI tools in academic work must follow the principles of honesty, integrity, and transparency. Students may only use AI tools when explicitly authorized by the teacher and in accordance with assignment guidelines. When AI use is permitted, students must:

- Accurately acknowledge any AI assistance.
- Be able to explain the content, concepts, and ideas in their final work.

Unauthorized use of AI tools is considered academic dishonesty and includes, but is not limited to:

- Using AI to generate or complete assignments, assessments, or projects without teacher authorization.
- Presenting AI-generated ideas, writing, code, images, or solutions as one's own work.
- Failing to disclose AI involvement when required.
- Using AI to bypass the skill development or practice intended by the assignment.

The District recognizes that AI tools can be valuable learning aids when used ethically and transparently. Students, staff, and families share the responsibility to ensure that AI use enhances—rather than replaces—the learning process.

Roles and Responsibilities

A. Administration

- Ensure staff are informed of this policy.
- Ensure staff educate students about the policy.
- Enforce disciplinary consequences for violations.
- Notify parents and students of the policy annually.

B. Staff

- Discuss and reinforce academic honesty with students at the start of each course.
- Begin academic honesty education at the elementary level and continue through graduation.
- Foster a classroom environment that promotes original thinking and honesty.
- Enforce disciplinary consequences for violations.

C. Students

- Uphold integrity of this policy in all school-related work, including tests, quizzes, projects, reports, homework, and in-class assignments.
- Understand that all assignments are subject to this policy.

D. Parents/Guardians

- Teach and support the values of honesty and integrity.
- Partner with the District in enforcing the academic honesty policy.
- Provide support and encouragement with schoolwork without completing it for the student.

Policy Violations

The District recognizes that developing honesty and integrity is a process. When determining consequences for violations, the student's age and grade level will be considered. Violations may be detected through standard plagiarism detection and electronic review tools. Disciplinary measures may include—but are not limited to—

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ineligibility for honor societies, honors diplomas, or other actions at the discretion of the principal/designee in consultation with the teacher.

Appeal Process

Students and parents/guardians may appeal consequences they believe were inappropriately applied:

1. **Initial Appeal** – Submit a written appeal to the principal within 5 school days of notification. The principal/designee will respond within 5 school days of receipt.
2. **Secondary Appeal** – If disagreement remains, appeal to an appeal panel through the Assistant Superintendent of Human Resources and Organizational Development/designee. The panel will include:
 - A principal or associate principal from another building at the same level.
 - A teacher in the same subject area from another school.
 - A district office administrator.The panel will hear the appeal within 10 school days of receipt; its decision is final.
3. **Graduating Seniors** – In cases involving second semester seniors where the outcome may affect graduation, appeals will go directly to the review panel and be heard within 3 school days of receipt.

The Hamilton School District will implement this Policy in accordance with the nondiscrimination requirements of Board Policy 411 - Equal Educational Opportunities.

Legal [Wisconsin Statutes 118.13](#)
[Wisconsin Administrative Code PI 9.03 \(1\)](#)

Cross References 443, Student Conduct
446, Student Discipline
446.3, Student Suspension
446.4, Student Expulsion
Student Handbooks

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Book	Policy Manual
Section	400 - Students
Title	Artificial Intelligence (AI) Use - Students
Code	443.91
Status	Active
Adopted	September 15, 2025

Purpose

The Hamilton School District recognizes the expanding role of Artificial Intelligence (AI) in education. When used responsibly, AI tools can enhance learning, creativity, efficiency, and problem-solving. This policy establishes clear expectations for the ethical, transparent, and instructionally sound use of AI by students, ensuring that AI supports—not replaces—authentic learning, personal responsibility, and academic integrity.

Policy

1. Ethical Guidelines

- Academic Integrity** – AI may not be used for cheating or plagiarism. Submitting AI-generated work without disclosure is a violation of the Academic Honesty Policy.
- Attribution** – Credit AI tools by name and include the prompts used.
- Accuracy** – Verify AI-generated information for correctness, appropriateness, and bias.
- Privacy** – Do not enter personally identifiable information (PII) into AI tools unless approved by the District.
- Responsible Use** – Use AI only with teacher authorization and within assignment parameters.
- Reflection** – Be able to explain how AI contributed to your work and how decisions about its output were made.

2. Documentation & Disclosure Requirements

When AI is used for an assignment, students should be able to:

- Identify the AI tool used.
- Provide the prompt(s) or inputs given to the tool.
- Describe AI's role using the AI Tool Usage Continuum:
 - **No AI** – 100% human-driven.
 - **AI Supported** – Human creates; AI polishes or enhances.
 - **AI Co-Creation** – Human and AI contribute equally from the start.
 - **AI-Driven** – AI generates initial content; human reviews and edits.
- Explain what was accepted, changed, or rejected, and why.
- Cite AI use following teacher guidelines (e.g., footnote, appendix, usage statement).

3. Misuse & Violations

- Misuse of AI will be addressed under the **Academic Honesty Policy 443.9**, with consequences based on the violation and grade level.
- Examples of misuse include:
 - Using AI to complete assessments without authorization.

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- Failing to disclose AI involvement when required.
- Producing inappropriate, harmful, or biased content.
- Entering confidential student/staff data into non-approved AI systems.

4. **Reporting Concerns**

Students should report suspected AI misuse, bias, or inaccuracy to a teacher or administrator.

5. **Appeals**

Appeals regarding consequences for AI misuse will follow the process outlined in the District’s Academic Honesty Policy 443.9.

Legal [Wisconsin Administrative Code PI 9.03 \(1\)](#)

Cross References 443, Student Conduct
 446, Student Discipline
 443.9, Academic Honesty
 Student Handbooks

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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 26, 2023
Last Reviewed	July 20, 2015
Prior Revised Dates	6/1/2004, 6/27/2007

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 Superintendent, a building principal, an assistant principal, a school employee specifically designated by the Superintendent 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	Wisconsin Statutes 118.32 Wisconsin Statutes 118.325 Wisconsin Statutes 948.50
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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 \(38\)](#)

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[18 U.S.C. 921\(a\)\(3\)](#)

[Gun-Free Schools Act of 1994](#)

[Individuals with Disabilities Education Act](#)

Cross	431, Compulsory Student Attendance
References	446, Student Discipline
	446.3-Rule, Suspension Procedures
	446.4, Student Expulsion

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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 \(a\)\(3\)](#)

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[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

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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	<u>Wisconsin Statute 120.13 (2)</u>
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Cross References	722.1, Accident Reports
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Book	Policy Manual
Section	400 - Students
Title	Student Motor Vehicle Use
Code	455.3
Status	Active
Adopted	November 15, 1985
Last Revised	May 15, 2023
Last Reviewed	June 15, 2015
Prior Revised Dates	09/05/1989, 2/5/1991, 6/30/2004, 6/18/2012

Students shall be allowed to drive motor vehicles to school and park on school grounds in compliance with established regulations. Students shall use only the designated parking facilities.

The Board reserves the right to prohibit parking on school grounds at any time, to withdraw parking privileges on school grounds and to issue regulations governing the establishment of the annual parking fees and of search vehicles on school grounds.

Parking in undesignated places is subject to disciplinary action for violation of school rules.

The Board assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle parked on school property.

Legal	Wisconsin Statutes 118.105 Wisconsin Statutes 120.12 (1) Village of Lisbon, Ordinances 3.07, 41.11 and 4201
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Cross References	445, Student Searches 455.3-Rule, Student Driving Regulations 446, Student Discipline
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Book	Policy Manual
Section	400 - Students
Title	Student Driving Regulations
Code	455.3-Rule
Status	Active
Adopted	March 24, 1983
Last Revised	July 21, 2025
Last Reviewed	June 15, 2015
Prior Revised Dates	11/5/1985, 9/5/1989, 2/5/1991, 9/7/1993, 6/18/2007, 6/18/2012, 5/15/2023

1. Students who drive to school and park on school property must register any and all vehicles with the high school office using the online registration process. Students must also pay the registration fee.

Upon registering a vehicle, the student shall receive parking identification which must be displayed according to Hamilton High School parking regulations. Students who fail to register their vehicle(s) and who park on school property may be ticketed. Students who do not display their parking identification may lose the privilege of parking on school property.

2. Students will be issued one permit that is valid for all vehicles registered with the school under the student's name, except for motorcycles. To receive a permit, students must present, in-person, their valid driver's license.
3. Students must park in the designated student parking lot. Parking areas are delineated by numbered yellow colored painted lines and students are required to park in assigned parking spaces.
4. Students must park their vehicles upon arrival at school and immediately leave the student parking area. No one will be allowed to loiter in the student parking areas.
5. The speed limit for all school roadways whether posted or not, is 15 MPH.
6. No item, the possession of which is illegal or in violation of school policies or regulations or which endangers the health, safety, or welfare of persons, shall be stored in or on vehicles parked on school property.
7. If the administration believes that a vehicle while on school property is being used in a manner or for a purpose which may be injurious or illegal, consequences shall be provided as appropriate and/or the matter will be referred to the appropriate police department.
8. If a student drives a motorcycle to school, the student should park in their assigned parking space and submit the vehicle hang tag to the high school main office and may pick it up at the conclusion of the school day.
9. A parking permit may be revoked due to behavior issues or a failure to follow applicable school parking rules including, but not limited to:

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- A. If a parking permit is lost or stolen, a replacement must be purchased from the school in order to continue to park in the school parking lot.
 - B. Must have all current and outstanding school fees/fines paid in full.
 - C. Hang their parking tag on the rearview mirror of their vehicle. If driving a motorcycle, see #8 above.
 - D. Leave the parking lot and enter school immediately upon parking your car. Loitering in the parking lot may be referred to the police.
 - E. Allow school busses leaving the school to have the right of way over all vehicle traffic.
 - F. Do not drive past the front of the school building when arriving or leaving for the day.
 - G. Drive cautiously and observe the 15 mile per hour speed limit.
 - H. Leave and/or return to school with the proper clearance from the attendance office.
 - I. Be on time to your classes and do not be truant.
 - J. Do not store items or materials in your car that are illegal, violate school regulations, or which endanger the health, safety, or self and/or others.
 - K. Do not transfer, sell, exchange, or use the permit for any purpose not intended by these rules and regulations.
10. In an effort to protect the property, health, or safety of the students and staff of our school community, vehicles parked in the school parking lot are subject to random searches at any time for any reason, including searches by the police canine unit.
11. The school district and the school assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle while parked

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Book	Policy Manual
Section	400 - Students
Title	School Wellness
Code	458
Status	Active
Adopted	June 19, 2006
Last Revised	June 24, 2024
Prior Revised Dates	6/15/2015, 6/19/2017, 8/19/2019, 5/17/2021

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 Superintendent, Assistant Superintendent of Human Resources and Organizational Development, and Director of Nutritional Services 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

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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\(1\)\(f\)\(i\) 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

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761, Vending Machines

811, Participation by the Public

830-Rule 1, Use of School Facilities Regulations

Health Education Curriculum

Fitness Education Curriculum

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Book	Policy Manual
Section	400 - Students
Title	District Wellness Plan
Code	458-Rule (1)
Status	Active
Adopted	June 19, 2006
Last Revised	March 4, 2025
Prior Revised Dates	6/15/2015, 6/19/2017, 8/19/2019, 5/17/2021, 9/19/2022, 6/24/2024

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. Superintendent
2. Assistant Superintendent of Business Services
3. Assistant Superintendent of Human Resources and Organizational Development
4. Assistant Superintendent of Teaching and Learning
5. Director of Nutritional 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

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education. The physical education curriculum is reviewed on a regular basis as outlined in the District's formally established curriculum review cycle process.

- 1.5 credits of fitness education is required to graduate. The School District discourages exemption from physical education courses.
- 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.
- It is recommended that there is at least 20 minutes of supervised recess 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 or using physical activity as a 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.
- Children will have an opportunity to engage in hydroponic farm towers, learning how to grow food for the Nutritional Services Program.
- 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, which are 12 hours for directors, 10 hours for managers, and 6 hours for food service staff.

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.

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- 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. Breakfast will be offered daily at the high school and follow the National School Breakfast program and USDA nutrition requirements.

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. School meals will include fresh locally grown foods, including produce grown in hydroponic farms and other local farms. 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, including foods grown in schools' hydroponic farms 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

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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, Reception 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.

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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 Director of Nutritional Services and Manager of Nutritional 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 by including discounted or free fitness facility memberships, wellness windows to professional development days, posted recipes monthly, and staff outings provided by the district.

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

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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

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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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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[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 \(1\)\(i\) 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\(2\)\(i\)\(2\)](#)
[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

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Book	Policy Manual
Section	700 - Support Services
Title	Locker Room Privacy
Code	731.1
Status	Active
Adopted	September 2, 2008
Last Reviewed	October 21, 2024

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
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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
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860, Individuals Presence in School Buildings

861, Visitors to the School

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Book	Policy Manual
Section	700 - Support Services
Title	Use of Video Monitoring Systems
Code	751.4
Status	Active
Adopted	March 5, 1996
Last Revised	June 22, 2026
Last Reviewed	November 4, 2014
Prior Revised Dates	12/07/2004, 09/04/2007, 06/21/2010, 7/20/2015, 10/1/2019, 5/3/2022, 10/20/2025

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 in student handbooks.

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 Superintendent 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). An administrator will view the video recording with the student and/or his/her parent/guardian. A

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log will be kept of the date and names of the individuals viewing the video recording and provided to the Assistant Superintendent 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 Statute 347.446](#)
[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

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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	March 4, 2025
Prior Revised Dates	8/19/2019, 9/19/2022

The District will follow a prepayment system for students who pay the full-price or reduced price for school meals 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 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 account.
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.

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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, a refund will be issued upon request. If no request is received by the last day of school the funds will be donated. If a student with a positive balance moves out of District, request for a refund can be made to the Hamilton School District Business Office (262-246-1973).

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

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Legal

[Wisconsin Statutes 48.981](#)
[Wisconsin Statutes 115.34](#)
[Wisconsin Statutes 115.341](#)
[Wisconsin Statutes 115.343](#)
[Wisconsin Statutes 115.347](#)

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[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