

Frequently Asked Questions and Answers About Marcy Elementary School

What time does school begin and end?

9:05am until 3:50pm. Tardy bell rings at 9:05am. Students are expected to be seated in the classroom and ready to learn at 9:05am.

What telephone numbers will I need to know?

School office: 262-781-8283
Administrative Asst: Chris Schwoerer ext 3200
Principal: Courtney DeArmond ext 3201
Guidance: Abby Much ext 3121
Dairyland Bus Company: 262-253-4060

What are the school office hours during the school year?

Office hours are 8:00am until 4:15pm

Is the school open during the summer?

Yes, only the main office is open. Mrs. DeArmond and Mrs. Schwoerer do work through the summer apart from vacation days. We try to staff the office every day. Generally, it is a good idea to call the office and verify what times the office will be staffed that day. We always enjoy hearing from our families during the summer months.

How does my child buy hot lunch?

Each child is assigned a 5-digit number. This number will be their lunchbox number from now on through the end of high school. Deposits into this lunch account can be made on-line through your Infinite Campus Parent Portal account. Alternatively, you can send cash or check made payable to the Hamilton School District to school in an envelope labeled with the student's name and amount of money included to be deposited.

How do I find out information about the bus schedule?

Bus schedules are provided to the District from Dairyland Bus Co. to individual families approximately 2 weeks before the start of school. You will find bus information in the Infinite Campus Parent Portal under the Transportation tab. There you will find your child's assigned bus number, pickup / drop off time and bus stop location.

What if my child needs to attend an offsite daycare before and/or after school and still wants to ride the bus?

A request to bus students attending daycare will need to be completed during your Online Summer Registration. This request must be received **no later than August 4th**. If you have completed your registration and need to make a change, you will have to fill out the "Child Care Bus Request" form. These forms are available from the Marcy office or online on the district website. **No changes to bus routes can be made from August 5th – September 11th, 2026.** Once this is completed, Marcy Elementary will notify the bus company of this request. Please keep in mind that a change to a normal home pickup and delivery must be the same 5 days a week. Morning and evening may be different, but all morning pickups must come from the same address and all evening drop offs must go to the same address.

How do I make arrangements for my child to be a pickup from school when they normally ride the bus?

It is important especially for young students to have a consistent schedule, however if you need to change your child's schedule, we request that you do this in writing. Please write a note informing the classroom teacher if you are temporarily changing your child's schedule for going home. If an emergency does arise you may call the office to request your child be a pickup, however this request must be made prior to 2:30pm. **Requests made after 2:30pm will not be honored** due to the fact that we have approximately 500 students to monitor at the end of the school day and the safety of the children is always our first priority.

Can I drive my child to school?

If you feel it necessary to drive your children to school, **supervision is available beginning at 8:40am at the main front entrance. Please do not drop them off prior to 8:40am** and not until you see a Marcy staff member outside.

What if I do not want my child to ride the bus home and prefer to pick them up each day?

If this is the case, please compose a written note **dated and signed** stating that your child will not be riding the bus but will be a parent pickup. Without this written notice your child will be placed on the bus to go home.

What is the pickup procedure when my child is a pickup after school?

Each family is given 2 visor cards at Great Start conferences in their child's folder listing the child's last name. These cards should be displayed on your car's sun visor where it can easily be seen by the dismissal supervisors in front of the building. There is no need for you to exit your vehicle. Your child will be directed to your car as you make your way to the front curb of the gymnasium entrance. There is no double parking. This is a single file operation. If you need your child in a quicker manner, you must park your car in a designated spot and come to the building to pick up your child.

Can I visit my child's classroom?

Parents have many opportunities to volunteer in the classroom. If you feel the need to visit your child's classroom during academic periods you may do so after first scheduling this visit with your child's teacher. Having a parent enter a classroom unannounced and unexpected causes disruption to the learning process and to the daily routine which is so important for all students.

Am I allowed to visit and eat lunch with my child?

Parents, grandparents, and other school visitors are welcome to join their children for lunch **if parents notify the school office who is coming that morning** at 262-781-8283. A lunch for a visitor needs to be called in to be ordered no later than 9:00am that morning. You may pay for your lunch through your child's account.

What do I do if my child will be late for school due to an appointment?

If your child will be arriving late due to an appointment please call the school office to report this and at the same time order a school lunch for your child if they require one. School lunches are ordered at 9:10am in the morning. If a school lunch is not pre-ordered the student will be expected to have a cold lunch from home to eat.

What do I do if my child needs medicine at school?

Before any medications (prescription, over the counter, even cough drops) can be administered, a Medication Permission form must be completed. Prescription medications can only be administered with a physician's signature on the form. These forms are available online at www.hamilton.k12.wi.us or from the Marcy office. Medications (in its original packaging) must always be brought to the school office by an adult and never a student. Most over the counter medications will only be kept in the office for 2 weeks or duration of illness, at which time they must be picked up.

What do I do if my child is ill and will not attend school?

When your child is ill and will not be attending school, please call the school office or email the attendance secretary at marcyattendance@hamilton.k12.wi.us no later than 9:00am to notify the school of this absence. **Please DO NOT E-MAIL** or send a SeeSaw message to your child's teacher because if the teacher has a sub that day, the sub will not receive the information. If the office has not received a call or email, we will need to make sure the student is safe. An automated call will be sent to the phone numbers we have on file for each guardian. **Children must be free of fever without any medications, vomiting and diarrhea for 24 hours before returning to school.**

What happens to my child if they become ill at school?

If your child becomes ill at school, a member of our health room volunteer group or a staff member will contact you. A child will always be sent home if they have a fever of 100 or higher, if the child has vomited or has excessive diarrhea at school. For the well-being of all, returning students must be fever free without meds and must not have vomited or had diarrhea for 24 hours before returning to school. There are no exceptions to this rule.