

Hamilton County Elementary School

STUDENT HANDBOOK 2022 - 2023



School Times

8:10 a.m. - 2:50 p.m.

"Together we will Rise to Excellence"

The Principal's Message

Welcome back to the 2022-2023 school year! The administration, faculty, and staff of Hamilton County Elementary School is looking forward to a positive, learning focused and exciting school year. We have high expectations that **ALL** children can learn and exhibit social skills appropriately. We are confident that the education we provide at Hamilton County Elementary School is educationally sound and focused to ensure life-long learning for all of our students. We are committed to improving every aspect of school to make your child's school experience a success. We encourage all parent and family involvement in the education of their child or children. Please visit or contact us for any suggestions or concerns. With your support, we can continue ***"Ensuring a Successful Future for Every Student"***.

Kathy Griffin, Principal of Hamilton County Elementary School
Charles Claridy, Assistant Principal, Hamilton County Elementary School
Erica McCoy, Assistant Principal, Hamilton County Elementary School



Mission Statement

The mission of Hamilton County School District is ***"Ensuring a Successful Future for Every Student."***

Vision Statement

Investing in children today to shape their future tomorrow.

Goals

The goals that we have for ALL students who attend Hamilton County Elementary School are:

1. Receive a quality education in a safe learning environment.
2. Demonstrate learning gains in Reading and in Math.
3. Engage in Science, Social Studies, and Civics.

District School Board

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District 5

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Registration and New Students

All students entering HCES for the first time must present the following:

1. Original Birth Certificate
2. Physical Examination from the State of Florida (in color) completed no less than 12 months prior to the child's school entry date.
3. Certificate of Immunization from the State of Florida (in color)
4. **Two** Proofs of Address documentation for the school zone (which may include a: water, gas, or light bill, lease or deed notarized)
5. Previous school records must be received before a new student will be enrolled with the exception of students who have a military, migrant, or homeless status.

Arrival at School and Tardiness- Start time is 8:10 am; Dismissal time is 2:50 pm

Students must be in the classroom by 8:20 a.m. or they will be considered tardy. After 8:20 a.m.; students who are tardy must report to the receptionist's desk to obtain a tardy pass before going to class. Continued tardiness will be referred to truancy for intervention and support. Regular attendance is a parent's responsibility as defined by Florida State Law.

Excessive tardiness may affect academic performance.

Early Check-out

For security reasons, children may not be picked up from the classroom. All parents must report to the receptionist to sign their child out of school. Students will be released only to the parent or guardian listed on the check-out form, unless the school has been notified **in writing** with changes of someone else picking up or signing a student out of school. Students must be in school for four hours to be counted present. Students with excessive early check-outs will be referred to truancy. **Students will not be released for early check-out after 2:20 p.m. due to dismissal safety and procedures; parents will be directed to wait for official dismissal if they attempt to check a student out after the designated time. If a student is signed out, he or she should exit the campus as soon as possible.**

Attendance

Florida Statute 1003.21 requires that all students who have attained the age of six (6) years old by February 1 of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years of age attend school regularly during the school year unless otherwise eligible for exemption. Florida Statute 1003.26 also requires that parents/guardians justify to the school each absence, excused or unexcused, to prevent a pattern of non-attendance from developing. Students who have continuous absences or early check-outs, excused or unexcused, will be referred to truancy. **Three or more days tardy, excused or unexcused, will impact Perfect Attendance status.**

Excused Absences

Absences will be excused due to an illness, medical/dental, death of an immediate family member, religious reasons, or with principal's approval. Parent must provide documentation for the absence or the absence will be unexcused. Students will be given one (1) day to make up work for each day they are absent. Excessive absences (3 days or more) must have a doctor's statement.

Unexcused Absences / Truancy

An unexcused absence is an absence from school or class without appropriate documentation, excessive tardies, and /or out-of-school suspension. Three or more days tardy will impact Perfect Attendance status.

Code of Conduct and Dress Code for Students

Refer to the Hamilton County School District Code of Conduct for Guidelines at www.hamiltonfl.com

General Dress Code Requirements

This general dress code applies to students from the time the student arrives on school property, which includes the buses and the physical campus, until the end of the school day and at all school activities during the school day. Exceptions to the dress code may be made by the principal for field trips or other special activities.

Girls: The dress code for girls is a long or short-sleeved shirt of any color. Shirts/blouses/dresses must cover midriff, back, and sides always; and must be fastened with no visible cleavage or undergarments. Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than three inches above the kneecap. Leggings, tights or hosiery can be worn underneath dresses, skirts, or shorts, or be covered by a shirt that is at least thigh length.

Boys: The dress code for boys is a long or short-sleeved shirt of any color. Clothing must be the appropriate size for this student, not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. A student may not wear baggy/saggy pants exposing any under garments, or bedroom pants. If pants have loops, a belt is required and must be inserted within the loops and properly fastened.

Shoes

Shoes must be safe and appropriate. Students must wear athletic shoes during physical education activities. A student may not wear bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable on all footwear. The students may not wear platform shoes, heels higher than two inches at HCHS and one inch at HCES or cleats. No slides or open-toe shoes are acceptable at HCES.

Dress Code for Visitors / Parents

Visitors and parents are requested to dress appropriately (ensure all body parts are covered/ no tops that are see through) when making school visits.

Progress Reports and Report Cards

Academic and Behavior Reports will be issued to all students according to the District Calendar. To view the District Calendar visit www.hamiltonfl.com. Progress reports will be issued to students to be taken home at the mid-point of the nine-week grading period. Report cards will be sent home with the students at the end of the nine-week grading period.

Academic Evaluation Procedures

Pre-Kindergarten, Kindergarten, First Grade, Second Grade, Third Grade, Fourth Grade, and Fifth Grade students' academic evaluation will be based on the B.E.S.T Standards with skill progression documentation. Fifth Grade students' academic evaluation will be based on the Florida State Standards and the following table:

Numerical Grading Scale	*Student Conduct Scale
A 100-90	S – Satisfactory
B 89-80	N- Needs Improvement
C 79-70	U- Unsatisfactory
D 69-60	
F 59-0	*Conduct does not impact academic grades

Homework

Homework provides additional practice, thus increasing the amount of time students are actively engaged in learning and extending time on skills. Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, or apply newly acquired skills and knowledge and learn necessary skills of independent study. Research shows it is an effective way to increase student personal responsibility, individual accountability, and leads to increased communication between parents and the school. Furthermore, we believe homework encourages parent awareness of student learning.

Class Assignments

According to ss.1003.3101 and 1012.42, F.S., schools are required to notify parents of transfer requests that are denied, along with the reasons for the denial. An explanation of the transfer process must be included in the student handbook or similar publication, and this **does not** give parents the right to choose a specific teacher.

Field Trips / Off Campus Activities / Chaperones

To participate in field trips/off campus activities, students must have **met** academic and behavioral requirements. Parents will receive notices when a field trip/activity has been planned. This notice will include information on the planned trip, the cost, and if needed, the request of chaperones. All payments must be submitted by the due date. **NO REFUNDS WILL BE PROVIDED ON ANY MONEY COLLECTED!** In addition, any non-school adult participating must assume responsibilities for all personal costs as well as personal transportation. The school will not collect monies for non-school adult charges.

In order to serve as a chaperone, a parent or community member MUST be a School Board Approved Volunteer. When chaperones are requested, we ask that parents adhere to the following guidelines: please do not invite or bring other siblings or other school-aged children to participate, plan to be responsible for a group of children for the entire trip, and support the stated behavior expectations of the Code of Conduct.

Conferences

We encourage positive communication between our parents and our staff. Please contact the school and/or teacher to set up a conference date and time that is convenient for you and your child's teacher. Administration supports an Open-Door policy- please visit or call as needed. The phone number for our receptionist is (386)792-8000.

Classroom Observations /Volunteering

Parents/Guardians are encouraged to arrange an observation in their child's classroom or become a school volunteer. As a courtesy to our efforts to ensure that education is our first priority, we ask that parents do not interrupt the educational flow within our classroom. A classroom visit can be arranged with an acknowledgment and understanding of the purpose for observations—prior notice is required. The schedule and placement of the volunteer will be arranged by the principal or designee.

School Visitors

For the protection of the students and security in the school, any person visiting during the school day will be screened using the **RAPTOR SYSTEM**. Please bring a state issued form of identification for the screening procedure. No student will be permitted to leave the building with a visitor without following the established check-in protocol. Please obtain approval for classroom visits and observations before entering the educational environment.

Emergency Information

To ensure that school staff can contact parents/guardians during an emergency, please keep all contact information, which includes, phone numbers and addresses current and up to date.

1. Parent or Guardian Names
2. Current Home Address
3. Home Phone and parent(s) work phone (which should be connected and working)
4. Emergency phone number to friend and relative (which should be connected and working)
5. Physician's name and phone number
6. Medical Alert Information
7. Authorized person(s) allowed to check a student out

Medical Information

Parents should make the school aware of any medical issues their child might have and provide any supporting documentation from a physician. In the event of an emergency while at school, parents will be notified in a timely manner.

Illnesses

If a student becomes too ill to remain in class, school personnel will contact the parents/guardians by phone to come and pick up the child. If a child is ill, please do not send them to school. A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, pediculosis (head lice), or COVID-19 will be sent home from school with the expectation that the condition or disease is treated or corrected in a timely manner to minimize their absenteeism. If a child requires medication to be administered at school, an Authorized for Medication Form (HCS 8023) must be completed and signed by the parent/guardian as well as by the assigning doctor. The form is available in the nurse's office. School personnel are not allowed by law to administer any type of medication without proper documentation.

Phone Calls and Messages

Students will only be allowed to make outgoing phone calls in an emergency. Additionally, messages are **NOT** given to students to call home.

Transportation

Bus Rider: Bus transportation is provided to all enrolled students. For any further information concerning transportation not provided here, please contact a member of the transportation department at 792-7900. Changes in student transportation will only be made with a **written notice signed by the parent or legal guardian. NO phone requests will be accepted.** The student needs to provide parent notes regarding change in transportation to the receptionist at the **beginning** of the school day. Parents need to ensure they sign the written notice and provide a phone number for verification purposes.

Car Riders: Parent pick up and drop off will be at the designated area.

School Breakfast and Lunch

All students are served free breakfast and lunch. Breakfast is served in the student's classroom at 8:10 am. Lunch is served in the cafeteria at the assigned grade-level time. No food from outside vendors is allowed.

Personal Electronic Devices and Cellular Telephones

Display or use of personal electronic devices or cell phones for non-academic activities will be subject to disciplinary actions according to the Hamilton County Code of Conduct. While visiting the school, parents are asked to ensure cell phones do not cause a disruption to the educational environment. This includes refraining from taking pictures of your child or any other child/children.

PTO (Parent Teacher Organization) / SAC (School Advisory Committee)

The PTO and the SAC are integral parts of the total school program. We request parents and community members to become involved in our PTO and SAC.

Pledge of Allegiance

Under the 1943 Federal Law 319 U.S. 624 (West Virginia State BD of Education v. Barnette), students have the right not to participate-by saying or standing-in the pledge. Hamilton County Elementary Schools abides by the ruling and staff have been instructed that under no circumstances should they attempt to persuade students to refrain from exercising their right of nonparticipation, question students for their nonparticipation, or characterize option out as misconduct or unpatriotic. In accordance to the law, no disciplinary or other retaliatory measures of any kind will be taken toward any student for nonparticipation in pledge rituals. Students must remain quiet and still during the pledge if they choose not to participate.

All policies in this handbook are subject to change due to the actions of the Florida Legislature, the Florida Board of Education, the state and federal courts, the School Board of Hamilton County, and the district or school administration.

Parents/students will be notified when such changes occur. The changes will be posted on the district home page www.hamiltonfl.com