HAMILTON COUNTY ELEMENTARY SCHOOL

STUDENT HANDBOOK

2017-2018



School Times

8:10AM – 3:10PM

*“CHANGING LIVES THROUGH QUALITY EDUCATION”*

**The Principal’s Message**

Welcome back to the 2017-2018 school year!!! Hamilton County Elementary School is looking forward to another positive and exciting school year. We have high expectations that **ALL** children can learn and behave appropriately. We are confident that your child’s education received at our Hamilton County Elementary School will be educationally sound and focused on life-long learning. We are committed to improving every aspect of school to make your child’s learning experience a great success. We encourage all parent and family involvement, in the education of their child/children. Please visit or contact us for any suggestions or concerns. With your support, we can continue “***Changing Lives Through Quality Education***”.

*Peggy Sue Hasty*, Principal

*Kathy Griffin*, Assistant Principal

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**Mission Statement**

The mission of Hamilton County School District is ***Changing Lives Through Quality Education***.

**Vision Statement**

Investing in children today to shape their future tomorrow.

**School Motto**

Hamilton County Elementary School believes together we will succeed.

**Goals**

The Hamilton County Elementary Schools goals: **100% of our students will**

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

**District School Board**

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District 5

Rex Mitchell, Superintendent

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Supt. Phone: 386-792-7801 Office 386-792-7800

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**Registration and New Students**

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

1. Original Birth Certificate
2. Physical Examination from the State of Florida (yellow) completed no less than 12 months prior to the child's school entry date.
3. Certificate of Immunization from the State of Florida (blue)
4. **Two** Proofs of Address documentation for the school zone (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 8:10AM; Dismissal time is 3:10PM**

Students must be in the classroom by 8:20AM, or they will be tardy. After 8:20AM, tardy students must report to the receptionist’s desk to obtain a tardy pass before going to class. Continuous tardiness will be referred to truancy. Regular attendance is a parent’s responsibility as defined by Florida State Law. **Three or more days tardy will impact Perfect Attendance status.**

**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 2:45PM, due to dismissal safety procedures, parents will be directed to wait for official dismissal.**

**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 to attend school regularly during the school year unless otherwise eligible for exemption. Florida Statute 1003.26 also requires that parent/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 absent. Excessive absences (3 days or more) must have a doctor’s statement. Three or more days tardy will impact Perfect Attendance status.

**Unexcused Absences / Truancy**

An unexcused absence is an absence from school or class without appropriate documentation, excessive tardiness 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

**Dress Code for Visitors / Parents**

Visitors and parents are requested to dress appropriately (ensure all body parts are covered/ no see-through tops) 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](http://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 and Kindergarten students’ academic evaluation will be based on the Florida State Standards with skill progression documentation. First Grade, Second Grade, Third Grade, Fourth Grade, Fifth Grade and Sixth Grade will be based on the Florida State Standards and the following table:

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

Sixth Grade students are required to meet the Guidelines of Florida’s A++ plan with passing grades (at least 60%) in all core subject courses of language arts/reading, mathematics, science and social science.

**Homework**

Homework provides additional practice, thus increasing the amount of time students are actively engaged in learning and extending time on task. 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 toss.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 behavior 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 due date. ***NO REFUNDS 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/bring other siblings or 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.

**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 disturb the classroom. The scheduled observation should be pre-approved by the principal or designee with a twenty four hour notice. A classroom visit can be arranged with acknowledgment of understanding for observations and prior notice. 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 State Issued Identification for the screening procedure. No student will be permitted to leave the building with a visitor without prior approval from the front office personnel. Please obtain approval for classroom visits and observations before entering the educational environment.

**Emergency Information**

In case of an emergency, school personnel needs current contact information for each child. Parents **must** notify the school when updates are needed- **especially phone numbers.**

1. Parent or Guardian Names
2. Current Home Address
3. Home Phone and parent(s) work phone (connected and working)
4. Emergency phone number to friend and relative (connected and working)
5. Physician’s name and phone number
6. Medical Alert Information
7. Authorized person(s) allowed to pick up child

**Medical Information**

Parents should make the school aware of any medical issues their child might have and provide any supporting documentation from the 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 you by phone to come and pick up your child. If your child is ill, do not send them to school. A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) 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 your child requires medication to be administered at school, an Authorization for Medication Form (HCS 8023) must be completed and signed by the parent/guardian as well as by the doctor. This 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 situation. 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 the transportation department at 792-7900. Changes in student transportation will 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 Rider:** 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 8:10AM. Lunch is served in the cafeteria at the assigned grade-level time. No food from outside vendors is allowed.

**Students Lunch from Home**

Parents/Students may choose to bring their lunch from home, the meals must be in a lunch box or lunch bag for health and sanitary purposes.

* These meals should not require heating in a microwave.
* Microwaves are not provided by the nutrition services department.
* Staff is not permitted to heat/reheat food items.

Students are encouraged to eat the meals prepared by the Nutrition Department. The meals meet the USDA guidelines based on portion, calories and nutrients.

**Hand Toys**

Students are not allowed to display or use hand toys (ex: Fidget Spinners, Rubric’s Cubes, fidget cubes) during school hours. All toys will be confiscated.

**Personal Electronic Devices and Cellular Telephones**

Students are not allowed to utilize personal electronic devices or cell phones for non-academic activities during school. If it is determined that students using such devices during school, they will be subject to disciplinary actions according to the Hamilton County Code of Conduct. While visiting the school, parents are requested to ensure cell phones do not cause a disruption to the educational environment.

**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.

**Student ID Badges**

Students will be provided one initial ID card. It is the responsibility of the student to have their card each day. The ID card is used for bus riding procedures and school lunch accountability. If a card is lost, there is a $5 replacement fee that will need to be paid to the receptionist. A new card will be printed and issued to the student. Students may wear their ID using a clip or a lanyard, provided by the parent.

**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.

**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.

**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**](http://www.hamiltonfl.com)**.**