

Hamilton Parent and Student Handbook

2016-2017



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FRED and LOUISE HAMILTON ELEMENTARY SCHOOL

Fred R. Hamilton and Louise Webb Hamilton together had 52 years of classroom teaching service in Cypress-Fairbanks.

Fred Hamilton was the Science Department Chairman at Cy-Fair High School for 26 years. Louise Hamilton served as the Social Studies Department Chairman at Cy-Fair High School and Arnold Junior high. In addition, she helped open Bleyl Junior High and Cypress Creek High School in the same department chair capacity. Louise was also the organizing director of the Cy-Fair Bobcat Brigade and President of the Cy-Fair chapter of TSTA. She sponsored many student activities and was a member of Delta Kappa Gamma (a professional organization). Louise also served as President of the Cy-Fair Lioness Club.

Fred Hamilton's activities included 10 years of community service at the Cy-Fair Lions Club, service as Director of the Texas Lion's Camp for crippled children, and President of the Board of Directors of the Lion's Eye Bank of Houston. In addition, Fred helped originate the Marvin Zindler Golf Tournament as a fundraiser for the Eye Bank.

We are honored to work at a campus named for these fine educators.

GENERAL INFORMATION

Hamilton Elementary
12050 Kluge Road
Cypress, Texas 77429

School Hours: 8:45-4:00
PPCD/PK 8:45-11:50 & PPCD 12:50-4:00

Telephone: 281-370-0990
Fax: 281-320-7067
Attendance: 281-320-7051
Clinic: 281-320-7056
Cafeteria: 281-320-7058

Colors: Red, White, and Blue
Mascot: Lions

District Website: www.cfisd.net

WHO CAN HELP?

First contact	Homeroom Teacher
Instructional Specialist Reading, Language Arts, SS Math Science	Michelle Chatagnier Tena Pendergast
Counselor	Michelle Erickson
Librarian	Jennifer Lucas
Diagnostician	Rebecca Vineyard
Nurse	Laura Matthews
Assistant Principal PPCD, PK, 2, 4, 5 PPCD, Life Skills, K, 1, 3	Kerry Iselt Lorie Gregurek
Principal	Joni Conn

Important Dates for 2016-2017

(Please see the Lions Lines for any date changes.)

Curriculum Night: **August 30th** – PPCD, PK, K, 2, 3
September 6th – LS, 1, 4, 5

Labor Day: **September 5th**

Parent/Teacher Conferences: **October 10th**

Field day: February 10th – K, 1, 2
February 17th – 3, 4, 5
February 24th – PK, PPCD

Veteran's Day celebration: **November 11th**

Thanksgiving Break: **November 21st-25th**

Holiday party: **December 16th**

Christmas Break: **December 19th –January 2nd**

Spring break: **March 13th -17th**

Boosterthon: **April 13th**

Good Friday: **April 14th**

5th grade day: **May 23rd**

Last day of school: **May 25th**

AFTER SCHOOL ACTIVITIES AT HAMILTON

Students participating in after school activities that meet at Hamilton Elementary will be asked to wait to report to their designated area until all bus numbers have been announced, approximately 4:15 p.m. All groups wishing to use the building must go through the proper channels to have this approved at the district level. The campus secretary can assist group leaders with this.

ARRIVAL

Students may begin entering the building no earlier than 8:30 a.m. each day. We suggest that you deliver and pick up your child within the schedule listed below:

8:30-8:45	Morning arrival (all grades)
11:50	AM PPCD and PK pick up
12:35-12:50	PM PPCD delivery
4:00	Afternoon pick up (all grades)

It is important to adhere to this time schedule because **there is no supervision provided** by school personnel after 11:50 a.m. for PPCD or PK and **before 8:30 a.m. or after 4:00 p.m. for all grades.**

ARRIVING LATE

Children arriving after 8:45 a.m. must be signed in at the office by a parent or guardian.

Students arriving after 8:45 a.m. will be counted tardy unless they are arriving to school via CFISD buses or are late due to a bus incident.

ATTENDANCE

Attendance Office Phone Number: 281-320-7051

Every Minute Counts: Why is every minute important? First instruction, with the classroom teacher, is the MOST valuable instruction that a student can receive. It cannot be replicated. It cannot be made up.

What happens in 15 minutes? Simply put... a lot. In 15 minutes, a classroom teacher and students do the following:

- *Receive instruction on a new concept in reading, math, language arts, science and social studies
- *Conduct a Science experiment
- *Small group instruction
- *Reteaching a concept
- *Skill practice
- *Discussion group
- *Project work
- *Informal assessment of skills through conferring

The work that is made up during recess, lunch, before school or in the few minutes a child might have during the instructional day is not the same as the first instruction. While the teachers do their very, very best to replicate first instruction, it is a condensed version of the teaching and does not provide for the same level of support as when it was taught the very first time. First instruction is the best intervention that any student can receive.

Illnesses and emergencies happen. These are important reasons for a student to miss school. We respectfully request that absences, late arrival and early leave due to extracurricular activities, family vacations or convenience are kept to a minimum because **Every Minute Counts**.

Absences: Your child's attendance at school is very important. However, if absences are necessary, please keep in close contact with your child's homeroom teacher and the attendance secretary. Students are required to provide a note from a parent or guardian for each absence within three days of the absence or consecutive absences. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not bring a note for being absent, the absence is considered unexcused. Students with more than 4 tardies or more than 4 early pick-ups will not earn Perfect Attendance for the marking period.

Attendance time: Class attendance is taken at 10:00 a.m. Students not present at that time will be marked absent for the entire day. A student shall be excused for temporary absence resulting from visits to health care professionals if the student leaves class or returns to school on the same day of the appointment. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. The student **must** provide a note from the health care professional to the attendance office upon his/her return from school. If parents are separated or divorced, the school will release the student to either parent of record. In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian. The school should have a certified copy of the guardianship order. It is the responsibility of the parent/guardian to furnish a copy of the most current court order or divorce decree to the school.

Compulsory Attendance: [CFISD link to Compulsory Attendance Policy](#)

Section 25.085. COMPULSORY SCHOOL ATTENDANCE.

(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. (c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

- **School personnel will refer student absences to the Cypress-Fairbanks District Attendance Officer using the following guidelines:**
- Three (3) days or parts of days for unexcused absences within a four-week period (**May file court case for Failure to Attend School and/or Parent Contributing to Nonattendance**).
- Ten (10) days or parts of days for unexcused absences within a six-month period (**Shall file a court case for Failure to Attend School and/or Parent Contributing to Nonattendance**).
- Five (5) consecutive days of absence without illness verification being provided by a parent or guardian or a health care provider.
- Note: Unexcused arrival at a class after more than ten (10) minutes of the class period shall be regarded as an unexcused absence.

- ***Referrals for failure to attend school will be investigated by a District Attendance Officer.**

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is important to keep address and phone numbers on your Emergency Information Form up to date at all times. This is our only source of notifying you in case of illness or emergency. You may notify us of changes by sending a note with your child. If your home address changes, you must show proof of residency to verify the address change.

EARLY RELEASE OF CHILDREN TO PARENTS AND GUARDIANS

In order to protect your children, we have a very firm policy regarding early release of students. For the student's protection, the following procedure will be used in the event you must pick up your child before regular dismissal:

1. The parent must send a note notifying the child's teacher that he/she will be picked up early. Phone calls and emails will not be permitted for transportation changes or early release requests. **All requests must be in writing and in the office by 3:00 p.m.** Please include in the note the date, time, and reason for the early release. The student will take the note to the front office and receive an early release pass/sticker.
2. Your child will meet you in the front office and you will need to sign him/her out.
3. All persons, including parents, must show a picture ID to school personnel when requesting the release of a student. Do not go into the classroom, cafeteria, onto the playground or any other area of the school to get your child.
4. Brothers, sisters, aunts, uncles, grandparents, friends, etc. will not be allowed to pick up a child **unless we have written permission from the parent AND they are designated on the emergency release form. Picture ID must be shown.**
5. Please do not plan to pick up children early for extra-curricular activities. Your child's education is very important, so we ask that you do not take your child out of school before the end of the day. Students miss valuable instructional time when they leave early. Compulsory attendance includes any minutes missed during the instructional day, including part of a class period, such as math, science, reading, language arts or large group.

Under normal circumstances, either parent of a student will be allowed to take the student.

EMERGENCY SCHOOL CLOSINGS

Due to the size of our school populations, parents are encouraged to monitor television or radio stations as individual contact cannot be made regarding school closures. Local television and radio stations are notified before 6:00 a.m. if conditions warrant the closing of schools.

Television Stations that are contacted are: Channel 2 (KPRC), Channel 11 (KHOU), Channel 13 (KTRH), Channel 26 (KRIV), Channel 45 (KXLN), Channel 48 (KTMD), and News24 Houston.

Radio Stations that are contacted are: FM Stations 92.9, 95.7, 97.9, 99.1, 100.3, 102.1, 102.9, 106.5, 107.5, and AM Stations 740, 950, and 1010.

Information is also posted on Channel 16 (Cy-Fair TV) and the district website www.cfisd.net.

School Messenger is also a way to receive important information regarding Hamilton Elementary.

http://www.cfisd.net/files/6514/1080/3632/SchoolMessenger_Contact_Manager_Parent_Handout_CFISD.pdf

It is **highly** recommended that parents sign up to receive a text, phone call and email address to receive important information. In the event of an emergency, HES and CFISD want to have the best opportunity to reach parents as soon as possible.

FORGOTTEN ITEMS AFTER SCHOOL

Please note that in the name of safety, doors are locked at the close of the school day. Although we recognize that children forget items at school from time to time, we do not have personnel available after school hours to escort students or parents to and from the instructional area to retrieve these items. We appreciate your help in keeping our school a safe place for your children!

GRADING

Teachers use a variety of activities during a nine-week period to assess student learning. Assessment grades are collected in the following ways:

- Oral presentation
- Projects and products
- Narrative/response writing
- Group participation
- Portfolios
- Independent learning skills
- Objective tests
- Journals and log
- DPM's
- Checkpoints
- Unit tests

NINE WEEK GRADING PERIODS

Report cards will be issued every nine weeks for elementary students. Progress reports will be issued for all students (K-5) after the fourth week of the grading period. Student achievement in the mastery of grade level Texas Essential Knowledge and Skills (TEKS) will be reported to parents through the report card each nine weeks.

PROGRESS REPORTS

Progress Reports are sent home for all students each grading period. The dates they will be sent are September 23, December 1, February 16, and April 27. The progress report should be signed and returned to the school immediately.

REPORT CARDS

The school uses a computerized report card system. Report cards will be sent home on November 2, January 25, April 4, and June 1. When you receive your child's report card, please examine it closely. After signing the report card, please return the signed section to the homeroom teacher. Parents of second through fifth graders are encouraged to use the Home Access Center system to stay current of their child's grades throughout the marking period.

NUMERICAL SCALE

The following numerical scale is used to report achievement in reading, language art, social studies, math, and science for grades 2-5.

90-100 = A 80-89 = B 75-79 = C 70-74 = C- 0-69 = F

TUTORIALS

Teachers will provide tutorials for students on an as needed basis. Students selected for tutorials will be based on teacher discretion.

HOME ACCESS CENTER

Our district offers every parent the opportunity to monitor his or her child's grades, 2-5, throughout the marking period using the Home Access Center. We encourage parents to stay informed and up-to-date regarding their child's progress. Usernames and passwords are given out to parents on Curriculum Night at the beginning of each year. Parents who are new to HES, who have lost/forgotten their password, or have gotten locked out may request another password by completing the form located on the CFISD website under the Parents and Students tab and turning it in to the front office.

RETEST/REDO POLICY

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. The following criteria should guide retest/redo practices.

- A student may have three opportunities each nine weeks to redo assignments for which a student earned a grade of 69 or below.
- The highest grade a student can earn on a retake or redo will be a 70. A student may not earn a grade lower than the original grade.
- Prior to retesting/redoing, an intervening action plan should be created (teacher directed). Examples include: re-teaching during tutorials before, during, or after school; study guide taken home; etc.
- DPMS or Benchmarks are not included in the retest/redo opportunities.
- Each grade level will determine the time with which an assignment will qualify for retest/redo.

GRADE LEVEL PROMOTION STANDARDS

Students who meet the academic standards for promotion may not be retained by the school or the parent.

To be promoted at the end of kindergarten and first grade, a student must be working on level and earn an end-of-year grade of satisfactory in reading, language arts, and mathematics. Students meeting these criteria will be promoted to the next grade level at the end of the year.

To be promoted at the end of grades 2-5, a student must be working on level and earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Students meeting these criteria will be promoted to the next grade level at the end of the year.

In accordance with TEA's Student Success Initiative (SSI), **fifth graders** must pass the state reading and math assessments (STAAR) to be promoted to sixth grade. Additional information about this requirement is posted on the district and campus web sites.

HONOR ROLL

Students in grades 2-5 will be eligible for Honor Roll.

- A Honor Roll requires a student to have all A's for the nine weeks
- AB Honor Roll requires a student to have all A's and B's for the nine weeks.

HOMEWORK

Homework is a way to reinforce skills taught in class and to teach children proper study habits and responsibility and will be assigned as appropriate by each grade level. We recognize that from time to time, homework may be forgotten at home or not completed within timelines.

Each grade level has set homework guidelines for late, incomplete or missing homework. If a homework assignment is late, a natural, grade level appropriate consequences may be given by the teacher.

We ask that you help us teach your child that homework is ultimately the child's responsibility – not the parent's responsibility. Establish homework routines at home which include placing the homework assignment in the backpack as soon as the assignment is completed. This will ensure that it is in its proper place before leaving for school.

We strongly encourage that the students read nightly because the continual practice of reading helps in all subject areas. We also encourage students to practice math facts on a daily basis.

Forgotten homework delivered to the school by the parent will be placed in the teacher's box for pick up and will be considered late work.

LOST AND FOUND

Every year many lunch kits, coats, sweaters, jackets, etc., are turned in to Lost and Found. In order to help us return lost items to the owner, we recommend that parents label all outer articles of clothing, as well as, lunch kits and backpacks. Hamilton's Lost and Found is located in the cafeteria beside the stage. Unclaimed items will be donated to a charitable organization at the end of each nine-weeks.

LUNCH AND RECESS **CAFETERIA SERVICES**

Cafeteria phone number: 281-320-7058

Hot nutritious meals and lunchables are served daily in the school cafeteria. Each student will be issued an ID badge to use when purchasing lunches. The current money balance in the student's meal account will be shown on the computer or Point of Sale (POS) screen. In order to activate an account, early morning collection will be available at the cafeteria daily. Cash or checks will be accepted for deposits. Payment into an account can be for one or more meals. Food Service encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling. A student may purchase one dessert item, as well as meals, unless the cafeteria is notified by a parent. The POS system allows an account to be blocked for dessert purchases, should parents desire. Parents will be notified if prices change:

Student Breakfast	\$1.00	Adult Breakfast	\$2.00
Student Lunch & Drink	\$2.25	Adult Lunch & Drink	\$3.50

A la carte items may be purchased, including dessert. The prices range from \$0.50 to \$0.75.

EMERGENCY LUNCH ACCOUNT

We urge you to deposit money in your child's account for a week of lunches to be used when your child forgets or loses his/her money or lunch kit. Deposits to accounts will be made beginning at 8:30 every morning in the cafeteria. All unused lunch account money will be carried over to the next year.

Lunch will be served on the following schedule:

Kindergarten 12:45-1:15

1st Grade 1:15-1:45

2nd Grade 12:15-12:45

3rd Grade 10:45-11:15

4th Grade 11:45-12:15

5th Grade 11:15-11:45

LUNCH VISITORS

We love it when our students have lunch visitors! While we love to have visitors, it is very important for teachers to have time to establish cafeteria procedures and routines. Because of this, **we respectfully request no lunch visitors PK-5 during the first two weeks of school.** This allows school staff time to establish cafeteria procedures and your child to feel comfortable and secure in the routine. Thank you for your help!

To eat lunch with your child, please check in at the front office. Your driver's license will be required per state law and district policy. Due to food allergy and safety concerns, students will only be allowed to have lunch with their parent/guardian. Students may not have lunch with a friend's parents. Parents may only provide lunch for their child, they may not bring lunch for another child.

Any parent wishing to have lunch with their child must sign in at the receptionist desk in the front hallway, show picture ID, and wear a visitor's nametag. **Any relative visiting for lunch (without a child's parent being present) must have prior written permission from the parent/guardian.** Children that are school age (PK–12) may not have lunch with a sibling.

Please sit with your child at the designated visitors table. You are welcome to bring lunch for your child if you are eating with him/her that day. Bringing lunch or food items for other students is not permitted by state guidelines.

Five minutes before lunch is over, teachers will signal to students to return to their assigned table. Parents are asked to exit the cafeteria at this time.

Adults needing to use the restroom may use the restroom in the front office area. Adults should not be using the student restrooms in the cafeteria or instructional areas.

LUNCH DELIVERY

Parents wishing to drop off a hot lunch for their child will need to check-in, obtain a visitor's badge and drop off the lunch in the cafeteria. Please remind your child that you will be bringing them lunch so they know to check the stage. Teachers will not be able to let students know if they have a lunch dropped off.

If a child forgets their lunch, they will need to purchase lunch from the cafeteria. Please maintain a balance in your child's account so that he or she can purchase a lunch when needed.

Throughout the year, there will be days that we will not be able to accommodate lunch visitors due to testing or other schedule changes. Due to limited available personnel on no lunch visitor days, lunch drop-offs will not be guaranteed to make it to the child's classroom before their designated lunch time.

FOOD GUIDELINES - OUTSIDE FOOD IN THE CAFETERIA

Parents/guardians may provide food for his/her student during lunch periods but are not permitted to provide food for any other students. Parents must adhere to campus policies for delivery of food to their student.

RECESS

Hamilton Students have 30 minutes in their schedules devoted to recess and a restroom break. While there may periodically be other events (make up work, student-chosen opportunity, etc.) that takes the place of recess for individual students, parents will be notified if their child has a continual schedule change during this time.

PARENTS ON THE PLAYGROUND

For safety, parents/visitors are not allowed on the playground during recess. Please remember that safety is a primary focus and the school must have stricter safety rules when monitoring a large group of students than when a child has one-on-one supervision. For these reasons, we ask that parents not accompany their children to the playground during the school day. Additionally, please do not park your car in order to watch your child or to take pictures of him or her at play. While this might seem like a good moment to observe your child interacting with others, it causes undue alarm for school personnel. Thank you for adhering to this policy.

MAKE-UP WORK DUE TO ABSENCES

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

Students shall have the number of days equal to the number of days missed to complete the make-up work. All work that will be recorded for a grade in the gradebook will be completed at school.

Students shall not be given make-up work in advance of anticipated absences; however, if a student is absent for longer than three days due to illness, parents may arrange with the principal or designee of the school to pick up missed work at appropriate intervals.

Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

MEDICATION POLICY

Questions regarding the medication policy may be directed to the **school nurse at 281-320-7056**.

Cypress-Fairbanks I.S.D. policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions.

1. The school has received a written request to administer medication from the parent or legal guardian or other person having legal control of the student.
2. Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the United States.
2. Non-prescription medication shall be in the original container labeled as to content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
3. Students are not allowed to have any medication, including cough drops, in their possession during the school day or at school-related activities. See #5 regarding guidelines for emergency medications.
4. For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian, or other adult shall pick up the medication at the clinic. A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or EpiPens.

6. Students are not allowed to share any medication with another student.
7. In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

PARENT DELIVERIES

In order to protect the instructional environment of our classrooms and to maximize instructional time, we limit the number of classroom interruptions during the school day. All deliveries will be placed in the teacher's mailbox. Please be aware that teachers normally check their mailboxes before school, at lunch/conference periods, and after school. Due to early conference periods, meetings during conference times, special events, etc., items placed in mailboxes may not get to the teacher until after students are dismissed for the day. We do not have personnel designated to make deliveries during the instructional day. Additionally, we do not allow parents to hand deliver items to children in the classroom. The forgotten items can simply be sent with your child the next day. Parents who consistently follow this procedure can give testimonials about how quickly children learn to assume responsibility. Thank you in advance for making sure that your child has everything they will need for the day prior to leaving home in the morning.

PARENTS OUT OF TOWN

If both parents are planning to be out of town, and the child will be staying with a friend or relative, please supply the school with pertinent information in writing including who the child will be staying with, emergency contact information and any transportation changes needed, etc. The information will help school personnel with transportation arrangements, as well as, any medical problems that may arise while the parents are away. It is also advisable to give written permission to the caretakers should medical attention be necessary.

COMMUNICATION

Establishing clear, open communication between school and home is a school goal. This requires the child to serve as the necessary link between school and home.

Parent/Teacher Communication

Information will be sent home with your child will include:

- Friday folders: graded papers, important notes and information from school
- Progress Reports
- Report Cards
- Teacher communication
- Campus communication

Please allow 24 hours for a staff member to return your email or call. Teachers are only available to return emails or phone calls before or after school and during their planning/conference period. Thank you for understanding that the teacher's planning/conference time is also used for meetings and grade level planning sessions. Teachers may not be available during this time due to these Teacher planning/conference times can also be taken up with scheduled meetings.

In addition, teachers will communicate via a newsletter or weekly email and update their teacher web page weekly. During Curriculum Night, your child's teacher will share her communication plan.

Teacher Planning/Conference times: Each teacher has a conference/planning period during the day. These times are:

PPCD, PK	11:50-12:45
Kindergarten	10:40-11:35
1st Grade	9:45-10:40
2nd Grade	8:50-9:45
3rd Grade	1:00-1:55
4th Grade	2:50-3:45
5th Grade	1:55-2:50
Large Group	11:35-12:30

Parents may request a conference with the teacher, as needed, throughout the year. Scheduling conferences throughout the year may be arranged with the teacher by sending a note, emailing or by calling the front office. The teacher will be notified that you called. The teacher will then return your call within 24 hours to arrange a conference. **Teachers are unable to use class time for conferences, phone calls or emails.** Thank you for understanding that teachers often have meetings and conferences during their conference time and before school.

Teachers will communicate academic and behavior concerns by sending a PAWS note or by making a phone call to parents regarding the concern.

SCHOOL COMMUNICATION

Lions Lines: Our school newsletter will be sent home electronically via School Messenger one time per month. It contains information on your child's activities at school, upcoming events and deadlines. This is our main line of communication between school and home. Please take time to read the newsletter.

Past issues of the Lion's Lines can be found on our campus district web page at www.cfisd.net. Please click on Schools/Facilities, Elementary Schools and then Hamilton Elementary.

Email Updates: As needed, additional School Messenger emails will be sent during the month to update parents on current events, activities and due dates.

School Messenger: Parents can connect to school messenger and receive text, email and phone calls by accessing the link below. This link can also be found on the CFISD website.

http://www.cfisd.net/files/6514/1080/3632/SchoolMessenger_Contact_Manager_Parent_Handout_CFISD.pdf

Student Phone Calls: The telephones in the building are business phones and may be used by students only on an emergency basis. Students will not be permitted to call if homework is forgotten. Plans for after school should be made in the morning before your child leaves home. In an emergency situation, messages will be relayed through the Assistant Principal to your child.

If a parent wishes to talk with a teacher, the message will be placed in the teacher's mailbox by the receptionist and a return call will be made within 24 hours.

PARKING

Please park in designated, non-reserved parking spaces. If you must park on the road, only park on the side across from the school. Ample space must be available on the roadways in the event that an emergency vehicle is needed. We need to keep the roadway clear so that traffic can flow smoothly at all times. Signs are posted along the street designated the "no parking" lanes. Please do not park alongside red or yellow curbs as these are fire lanes and bus loading zones. We do have half-day students who are bused in and out during the school day. Designated handicap parking areas should only be utilized by those persons displaying a handicap parking permit or license plate. **Unauthorized vehicles may be ticketed if parked in these spaces without a permit.**

PARTIES AND RECOGNITION

PARTIES

There are two seasonal celebrations allowed each year in elementary school. Hamilton's seasonal celebrations are in December and at the end of the year. The schedules will be published in the Lions Lines.

PTO volunteers organize and plan the parties. Party favors, activities, and treats are standardized at each grade level. Therefore, individual parents may not provide favors or gifts for students. Additionally, PTO volunteers and Hamilton staff plan a special day for our fifth graders who will be entering middle school the following year.

PARTY VISITORS

School-age children in grades PK-12 will not be permitted to attend a friend, relative, or sibling's party. In addition, homeschooled or private school children will not be permitted to attend the parties.

STUDENT BIRTHDAY RECOGNITION

Due to state guidelines and student safety parents are not permitted to bring cookies or cupcakes (or any other food or drink) to the school to share with classmates. Parents may pre-order and purchase cookies or a snack from the cafeteria for their child and classmates. Parents are welcome to join their child for lunch on their birthday or any other day of the school year, excluding the last two days of school. Balloons, drinks, flowers, etc. will not be allowed. All other celebrations should take place outside of school. Individual party invitations to private, non-school sponsored parties may not be delivered at school. We recognize student birthdays by inviting them to assist with saying the Pledge of Allegiance, presenting them with a certificate and giving them a pencil.

PARENT TEACHER ORGANIZATION

We feel extremely fortunate to have a strong, supportive, enthusiastic PTO at Hamilton. There are many activities throughout the year sponsored by our PTO. We thrive on the attitude that parents and staff working together can bring about the best possible learning environment for our students and school.

The PTO sponsors fundraising activities and various cultural arts events. There are many volunteer opportunities

The membership drive for the Hamilton PTO will take place in August/September. We encourage all families to join and volunteer through this fine organization. Join PTO by going to: <https://hamiltonelementarypto.membershiptoolkit.com/home>

PBIS

Students at Hamilton Elementary use Positive Behavior Intervention and Supports (PBIS) as a proactive approach to establishing the behavioral supports and social culture for all students. PBIS helps our students achieve social, emotional, and academic success by following the matrix below.

	Classroom	Restroom	Hallway	Cafeteria	Playground	Dismissal
P Pride	Always do your best Take care of the classroom and supplies Be in charge of yourself Clean up after yourself	Respect other's privacy Keep it clean Report problems to an adult	Be proud of your class line Be proud of others work on walls	Keep it clean • Tables • Floor • Trash can	Respect nature Enter and exit building quietly Take personal belongings back inside	Take care of bus card Carry card in hand Bus riders keep ID on backpack
A Attitude	Use kind words and actions Help others Be positive	Wait patiently for your turn In and out and back to class	Smile and wave when you see others you know	Use kind words Use manners Allow others to join our group	Use kind words and actions Take turns Be a good sport Accept correction	Be polite to others in the hall Accept correction Participate in end of day activity
W Wise Choices	Be a role model Follow directions quickly Think before you act or speak	Toilet paper in toilet Flush, wash, trash	Walk directly to your destination Stop at the "paws" points Eyes facing forward Listen to the left!	Stay in your space Leave no trace Participate in the stop signal	Follow playground rules Return all play equipment properly Stay in designated areas	Keep electronics put away in the hallway and dismissal area Backpacks closed and materials put away
S Self Control	Get the teachers attention appropriately Keep hands feet and objects to self Listen while others are speaking	Keep hands and feet to self Voices off Keep walls, mirror and floor dry	Keep hands and feet to self Voices off Quiet walking feet	Voices off in the serving line Soft voices at the table Keep hands and feet to self Use walking feet Enter and exit quietly	Walk on the handtop Keep hands, feet, and objects to self 1 st whistle - STOP and drop 2 nd whistle - return equipment and walk to line up areas Respect other grade level's equipment.	Use walking feet Keep hands, feet, and objects to self Walk directly to destination

Students can earn PAWS bucks for positive behaviors displayed throughout the school day to use for purchasing items from a classroom and campus PAWS store. PAWS notes are also sent home periodically as a form of communication between the teacher and parent.

PE

Students are required to attend physical education for a minimum of 135 minutes per week. With this state requirement, participation is highly recommended with the appropriate clothing and footwear. Appropriate footwear includes flat rubber soled tennis shoes or sandals. Foam flip-flops, cowboy boots, or shoes with heels are not recommended.

If a student is unable to participate in PE for 3 or more days, please send a doctor's note excusing the child from PE.

SCHOOL EVENTS

School-age children will not be allowed to check out and attend siblings events held on campus, such as, Field Day, music performance, grade level activities, lunch, etc. In addition, school-age children, PK-12, who may have been checked out from other campuses (i.e. middle school or high school), home schooled children or children that attend private schools, may not attend these events.

SNACK

When snacks are shared or given to all students in a class by a teacher, only the foods listed on the Food Service Department's approved list can be provided. Parents are permitted to provide the food of their choice for their own student.

STUDENT CONDUCT/DRESS CODE

STUDENT CONDUCT

Responsible citizenship, like academic achievement, is a developmental process which requires time and practice to master. Student conduct will be evaluated for each subject and noted the report card to reflect the following criteria:

The student should:

- Conform to classroom and school conduct rules
- Exhibit respect for adults and peers
- Exhibit respect for property of others
- Cooperate with adults and peers
- Exhibit self-discipline

Teachers and administrators work diligently to nurture the value of "good citizenship" in students. Parents will be notified of behavior problems if they arise and will be encouraged to participate as partners in a corrective plan of action.

Many options are available to school faculties in dealing with disruptive and inappropriate student behavior. These include removing privileges, supervised isolation, and in rare instances, suspension from school. Teachers are encouraged to contact the parent or guardian to apprise them of any problem of a significant nature so that the home and school can work cooperatively to bring about acceptable behavior.

Students have many opportunities throughout the year to earn PAWS dollars, which can be spent at our PAWS store during lunch. Students earn these from any staff member for exhibiting appropriate Pride, Attitude, Wise choices, and Safety.

STUDENT DRESS CODE

Every effort will be made to contact a child's parent if he or she is out of compliance with the CFISD dress code. We will request that a change of clothes be brought to school so that the student can return to class. Specifically, shorts and skirts must be at least mid- thigh level, spaghetti straps are not allowed, and midriffs should not show when arms are raised. Although flip flops and sandals are not disallowed, students are required to wear appropriate footwear for PE.

Please refer to the Cy-Fair student Code of Conduct for a detailed explanation of student expectations regarding behavior and discipline.

STUDENT SUPPLIES/BOOKS/INTERNET

SUPPLIES

Students are asked to purchase school supplies from the Hamilton school supply list for their specific grade levels. Some of the materials are kept by students and some are pooled to be used collectively. Please replenish consumable supplies as needed.

TEXTBOOKS AND LIBRARY BOOKS

Students have full responsibility for textbooks and library books issued to them. State approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully. Issued textbooks must be covered at all times by the student.

Students who are issued a damaged book should make a report to the teacher. Any student failing to return a textbook issued by the school shall not be issue any additional textbooks until the book is paid for or returned. Any damaged or lost library book must be paid for before a student can check out another one. Refunds will be made if books are found and returned by the last day of school.

INTERNET ACCESSIBILITY

All students must have documented parental permission to access the internet at school. Teachers may include internet presentations during class instruction without parental permission. Any unauthorized use of the internet will be subject to disciplinary action and parents will be notified. Using the internet is a valuable part of the instructional day.

TRANSPORTATION, ARRIVAL AND DISMISSAL

TRANSPORTATION CHANGES

All changes in transportation must be in writing by the student's **parent or guardian**. Changes requested by any other person will not be permitted.

Phone calls and emails for transportation changes are not acceptable. **All requests must be in writing and in the office by 3:00 p.m.**

Please do not email the teacher the change of transportation. Seek guidance from the front office if a change is needed and you are not able to bring a note by calling 281.370.0990.

CAR RIDERS

Our goal is to help your child enter and exit school quickly and safely each day. In order to maximize our security and efficiency, we use a # registration system. You can help us by following these simple procedures:

- It is extremely important that all parents enter the car rider line from Grant Road. It is a right run only from Grant onto Kluge Rd. Please be considerate of other car riders and follow the designated route. U-turns on Kluge Road are prohibited.
- Always turn RIGHT to exit the parking lot from the car rider line (morning & afternoon). This helps to keep the line moving and from backing up.
- Display your assigned car rider hangtag from your rearview mirror each day. Help your child learn his/her number. Vehicles used when carpooling need to display numbers for every family in the carpool.
- Please do not park and walk up to drop off your child. This increases the chance for accidents and keeps our staff from focusing on expediting the line.
- If you need additional tags or to replace a tag, please request one from the front office.
- Have your child enter/exit from the passenger (right) side of the car. For safety, we prefer that not children walk in front of or behind vehicles in order to exit or enter the car.
- Please put your car in park when you are in the loading zone.
- Follow along in the car rider line while maintaining an appropriate distance. For safety, please do not attempt to pass another car for any reason. Once the line has begun, please stay alert, awake and focus on the line to keep it moving efficiently.
- Maintain an awareness of the surroundings (children and adults moving, vehicles rolling, etc.) by turning off cell phones and radios once you enter our parking lots.
- *Texas law prohibits an operator of a motor vehicle from using a wireless communication device while operating a motor vehicle within a school zone unless the operator is using a hands-free device.*
- We will begin unloading car riders at 8:30 each morning.
- We will begin dismissing car riders at 4:00. Parents should be in the car rider line by 4:00. Students that are not picked up by the end of the car rider line will need to be signed out in the front office by a parent or an adult that is authorized by the parent. Please call ahead of time to let us know if you expect to pick up your child last for any reason. This should be for emergency situations only.

Safety practice & procedures:

- Please have students packed up and ready to exit the school side of the car.
- Adults are to remain in the car; staff is available to assist students if needed.
- For safety: place your car in park, observe the designated no cell phone area; be watching and aware
- Follow the directions of the staff
- Be courteous to other drivers and follow the designated car rider route
- Know that the car rider line is lengthy and plan accordingly
- Thank you for being patient and recognizing that our goal is for every child to be safe.

Arrival: Arrival is from 8:30 – 8:45. Students may not be dropped off prior to 8:30 unless it is for a designated school activity.

Dismissal: The car rider line begins at 4:00 (dismissal) each day. The student's assigned car rider tag must be made visible by hanging from the rearview mirror.

DAY CARE BUSES

If your child is transported by a day care bus, the day care is required to observe the same daily schedule as other modes of transportation.

BIKE RIDERS/WALKERS

Because our school is located in a heavy traffic area, bike riding and/or walking is discouraged due to safety concerns. Bus transportation is provided for all students, and we encourage all parents to utilize this service.

CLUB REWIND

Arrival: Students must be dropped off prior to 8:25. After 8:25, students will need to arrive through the car rider line. If you are dropping off after 8:15, please park in a parking spot and not in the bus lane and walk your child into the school. Our buses begin arriving shortly after 8:20 and we need to keep the bus zone free of cars.

Dismissal: In order to safely and efficiently release buses during end of day dismissal, Club Rewind students may not be picked up from Club Rewind prior to 4:25 p.m. Parents must remain in their cars until all buses have been released. Please do not park in the bus loading zone to pick up your child.

If you would like your child picked up prior to 4:25, please send a change of transportation to the front office indicating that they will be a **car rider**.

BUS TRANSPORTATION INFORMATION

The majority of our students are eligible for bus transportation. Please consider using this safe and reliable mode of transportation. **District policy does not allow students to change buses** or ride the bus for playdates, sports activities, birthday parties, club meetings, etc. Emergency requests must be made in writing and require the written approval of the Principal or designee.

Transportation Centers: Falcon: 281-897-4380 or Telge: 281-897-4565

Transporting students to and from school safely each day requires a TEAM effort by students, parents, the Hamilton staff, and the transportation department. The following questions and answers may assist parents and students in understanding their roles in helping accomplish this goal.

Parent Responsibilities

What are the parent's responsibilities?

- Have your child at the bus stop five minutes prior to scheduled pick-up time (ideally 10-15 minutes earlier the first few days of school until routes have been established).
- Teach your child their full name, home address, and telephone number where an adult

family member may be contacted in an emergency.

- Review the school bus safety rules with your child as outlined in the District Student Code of Conduct.
- If possible, accompany your elementary aged child(ren) to the bus stop. This is strongly suggested for younger elementary students. If you have a child in PK or Kindergarten, someone MUST be at the bus stop to receive them.
- Remind students to watch for siblings at bus loading or unloading time. Encourage them to notify the bus driver of any concerns, such as a sibling not loading the bus or getting off at the wrong stop.

What is the parent's responsibility at drop off time?

- In the event you are unable to be home when your child arrives, arrange an alternate plan with your child: where to go, a hidden key, talk to a neighbor, etc. Careful planning for the unexpected can greatly reduce your child's anxieties!
- If possible, be at the bus stop five minutes before the bus is scheduled to drop off your elementary aged child(ren).

What if my child needs to get off at a stop other than his/her regularly assigned stop?

- Bus stop changes will be allowed in the event there is an emergency where an alternate guardian, relative, or day care is needed for after school care. If possible, it is recommended that the parent discuss this with the bus driver. Parents must also NOTIFY THE SCHOOL IN WRITING of any change needed in your child's transportation/bus stop before 3:00 p.m. This will ensure sufficient time for communication of the change to the appropriate parties. The principal or designee will also communicate this change with the bus driver.
- The consistency of your child's stop location can eliminate the possibility of miscommunication and the potential of a hazardous situation.

What if my child needs to ride a bus other than his/her regularly assigned bus?

- Bus changes are only allowed for emergency situation with admin approval or for a change in residence or day care. Students will not be allowed to change buses for after- school activities such as Girl Scouts, Boy Scouts, going to a friend's house, etc.
- NOTIFY THE SCHOOL IN WRITING of any change needed in your child's transportation before 3:00 pm. This will ensure sufficient time for communication of the change to the appropriate parties.

Student Responsibilities

What behavior is expected of a student while riding the school bus?

- All students are expected to follow the bus safety rules for their own safety and the safety of others.

How will safety infractions be handled?

- The bus driver will discuss the safety infraction with the student.
- The driver may elect to report the safety infraction to the campus using a Bus Safety Notice.
- In accordance with the District's Student Code of Conduct, the campus implements disciplinary action which can range from a warning to suspension from the bus.

Bus Rules

1. Listen and follow driver instructions.
2. Sit properly with your hands and feet to yourself and belongings in your lap.
3. Talk quietly, using courteous language.
4. No eating or drinking allowed.
5. Electronic devices are not allowed on the bus.
5. Driver is authorized to assign seats.

ZONAR Zpass Cards

Every student that rides the bus will receive a ZPass bus card that will be scanned every time they get on or off the bus. Parents are able to know instantly where and when their child entered and exited the bus by visiting the parent portal at www.zpassplus.com and creating an account to receive text messages each time the ZPass is scanned. Students are to keep these cards attached to their backpack at all times. A fee of \$3 (district policy) is charged for each lost or damaged pass. The student can pick up a replacement form in the front office.

ZPass cards are replaced each year with a new RFID number. Parents will need to update their child's RFID number on the parent portal to get emails/texts.

VISITATION AT SCHOOL

We have a visitor check-in system which requires all visitors, volunteers, and guests to show a valid driver's license or state identification upon entering the school. All parents and visitors must sign in when they arrive on campus and sign out when they leave.

Visitors must wear a visitor badge at all times and stay in area designated on the visitor badge. Parents are welcome to observe in their child's classroom at appropriate times. It is important that we do everything possible to maintain maximum learning time with few interruptions and distractions. For this reason, you should:

- Contact the teacher and call the AP at least one day in advance to schedule your visit.
- Sign in at the office and wear a visitor's tag.
- Sit at the back of the class or where the teacher directs you.
- Get in touch with the teacher at a later time if you have questions or comments. His/her full attention must be with the children during class time.
- Not visit with the students or the teacher during class.
- Make other arrangements for your pre-school child/children.
- Observe no longer than twenty to thirty minutes in the classroom.

Visitors will not be permitted during testing days. Testing dates will be communicated via the Lions Lines and School Messenger

WATER BOTTLES

Students are permitted to bring water bottles to school as long as they do not cause a disruption to the learning environment.

ADDITIONAL INFORMATION

If you have questions about any of the following topics or other topics not covered in this handbook, please refer to the CFISD "Student Handbook and Code of Conduct" for a detailed

explanation. If concerns have arisen that are not addressed in either place, or are specific to our campus, please contact the appropriate grade level assistant principal.