



School Mascot:

Lions

School Colors:

Red & Royal Blue

### Important Numbers

**FRONT DESK:** Amy Hoffman \*281-370-0990

**ATTENDANCE:** Stephanie Burke  
Phone: 281-320-7051 \* Fax: 281-320-7067

**NURSE:** Laura Matthews, RN \*281-320-7056

**COUNSELOR:** Michelle Erickson \*281-320-7055

**MEDIA SPECIALIST:**  
Jennifer Lucas \*281-230-7057

**INSTRUCTIONAL SPECIALISTS:** 281-370-0990  
Michelle Chatagnier \* Reading & Language Arts  
Tena Pendergast \* Math & Science

**DIAGNOSTICIAN:** Rebecca Vineyard  
**DIAG SECRETARY:** Robin Tuzin \* 281-320-7054

**PRINCIPAL:** Joni Conn  
**SECRETARY:** Cynthia Huggins \*281-320-7064

**ASSISTANT PRINCIPALS:**  
Kerry Iselt (2, 4, 5 & PK & PPCD)  
Lorie Gregurek (K, 1, 3, LS & PPCD)

**AP SECRETARY:** Angie Reynolds \*281-320-7105

**PTO INFORMATION:**  
The PTO welcomes parents to participate in their monthly meetings. There are MANY volunteer opportunities available. Check out all the great PTO happenings on their website:  
<https://hamiltonelementarypto.membershiptoolkkit.com/home>

### Change of Information:

Please keep address and phone numbers current in the school office. Notify the registrar in writing or by phone so that we may reach you in the event of an emergency.

## Hamilton Elementary \* Helpful Information \* 2016-2017

12050 Old Kluge Road \* Cypress, Texas 77429 \* Phone: 281.370.0990 \* Fax: 281.320.7067

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

### Attendance Information

**Arrival:** Arrival is from 8:30 – 8:45. No students may be dropped off prior to 8:30 unless it is for a designated school activity.  
**Late Arrival/Tardies:** Students arriving at 8:45 or after are considered tardy and must be signed in by a parent. Parents **MUST** accompany their child into the building and sign them in. The **car rider door closes promptly** at 8:45 so that teachers and staff can begin instruction at 8:45. Students who are habitually late will receive a court warning letter.

**Attendance time:** 10:00 a.m.

**Absences:** Students will be excused for illness, death in the family, weather/road conditions making travel dangerous or unusual causes approved by the principal.

**Return to School:** An excuse note must be signed by the parent and sent within 3 days of an absence. Notes can be brought to the office by the parent or student or may be faxed. An emailed excuse is not accepted.

**Student Leaving Early:** A note is required if a student is to leave before the end of the day. Please include the following: who will be picking up, reason for leaving, time leaving, phone number.

- **A photo ID is required every time a student will be signed out.**
- Students can only be released to a parent/guardian. Emergency contacts can pick up students if a note is provided by the parent/guardian.

If a student is returning from a doctor's appointment, please bring a doctor's note to excuse the absence and to receive credit for attendance that day.

### Visitors & Volunteers

We love having visitors! Parents are a vital part of Hamilton Elementary and welcomed with open arms. Each time you visit, please check-in at the front desk and present your picture ID to receive a visitor's tag that is to be visibly worn while in the building. Return the tag when checking out at the front desk.

**Cell phones:** As a courtesy to students and staff, please silence you cell phones while in the building. If you need to take a call, please step outside of the building so that instructional and lunch time is not interrupted.

**Restrooms:** If a restroom is needed, please use the designated adult restrooms in the front office area and not student restrooms in the cafeteria or classroom area.

**Visiting at lunch:** To eat lunch with your child, please follow the procedure above. **Any relative visiting for lunch (without a child's parent being present) must have prior written permission from the parent/guardian.** Please eat at the designated visitor tables and only bring lunch for your child. Parents/guardians may not invite other students to each with them. Please silence your cell phone and answer any calls outside of the building. During the last 5 minutes of lunch, when teachers begin preparing for dismissal, we ask that you say a quick goodbye.

**We request no lunch visitors the first two weeks of school to allow teachers time to teacher procedures and routines.**

**Classroom visits:** Appointments for parents/guardian visits are required and will be set up with the assistant principal.

**School events during the day:** School age children (PK-12) including, home-school or private schools may not attend.

**Parties:** Only parents/guardians may attend class parties. School-aged children (PK-12) are not permitted to attend.

**Playground:** For safety reasons, visitors are not allowed on the playground during school hours.

### Medication Policy

**All medication**, including prescription, over the counter, cough drops, etc. **MUST be delivered by a parent** to the school nurse in the original container. Students are **NOT** allowed to transport or deliver medication to school. Please call with questions.

## SCHOOL CAFETERIA

Cafeteria Manager: Jae Bradford

\* 281-230-7058

### Meal Prices:

Breakfast: Student \$1.00 Adult \$2.00

Lunch: Student \$2.25 Adult \$3.50

### LUNCH TIMES:

Kindergarten 12:45-1:15

1<sup>st</sup> Grade 1:15-1:45

2<sup>nd</sup> Grade 12:15-12:45

3<sup>rd</sup> Grade 10:45-11:15

4<sup>th</sup> Grade 11:45-12:15

5<sup>th</sup> Grade 11:15-11:45

**LOST/FORGOTTEN LUNCH:** Parents are encouraged to keep money in their child's lunch account in case their child forgets a lunch.

## FORGOTTEN ITEMS

If you are dropping off forgotten items, such as glasses, you may leave them at the front desk. We will deliver them when there is available staff.

## LUNCH DROP OFF

Parents who are dropping off lunch will leave it on the stage. Please clearly mark the child's name on the lunch.

## LATE WORK

It is expected that students will complete and turn in all assignments on time. If work is delivered to the campus after the start of the day, it will be considered late. The work will be placed in the teacher's mailbox.

## PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items, such as toys, trading cards, sports equipment, iPods, cameras, gel pens, etc. to school. Please see the District Student Handbook for more information.

## TRANSPORTATION \* ARRIVAL \* DISMISSAL

Front Desk: Amy Hoffman

\* Phone: 281-370-0990

\* Fax: 281-320-7067

**TRANSPORTATION FORMS:** Forms are completed at the beginning of the year to establish routing transportation for students. Any deviation from this is a transportation change. To ensure the safety of our students, **parents may choose only ONE option for arrival and one option for dismissal. Classroom teachers and office staff can not be responsible for keeping up with student transportation schedules or multiple changes made during a week.** If a student has a change in transportation, a note must be sent for each day of the change.

**Change Transportation Method:** When a child's form of dismissal transportation is to be different, the parent must send a signed note with their student. Note that this change must be made by a parent **in writing** with a signature and cannot be processed over the phone or via email.

**Deadline for changes:** All transportation changes must be received in writing by the front office **by 3:00 pm** in order to process and notify the child. Changes after 3:00 pm for emergencies only will require Administrative permission.

**BUS RIDERS:** 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.

**Zonar tags: All students will be issued a new ZPass bus tag containing the students RFID number located on the back of the card.** Students will scan on and off the bus each day. Parents may sign up to receive ZPass notifications via text or email by going to: <https://www.zpassplus.com/> Student RFID numbers (located on the back of the ID) will need to be updated with this year's number and information.

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

**CAR RIDERS:** Parents must follow the designated car rider procedures. Please remember that procedures are in place to ensure the safety of each student. See attached for procedures. As a courtesy to fellow parents, please follow the designated route and do not cut in the line. We love it when our parents are happy, happy, happy!

### 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 (\$200 fine); and 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.
- Car rider unloading will begin at 8:30.

**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 dismissal at 4:00 pm each day. The student's assigned car rider tag must be made visible by hanging from the rearview mirror. If the tag is not visible, the student cannot be called, resulting in the driver having to circle around and pick the student up from the front office once dismissal is finished.

- **BIRTHDAYS** We love to make a child feel special on their birthday – and do so by inviting them to the front office to help with morning announcements. As an extra special opportunity, our librarian provides a Birthday Book Club so that you can leave a legacy in your child's name to celebrate their special day.
- Due to imposed health regulations, cupcakes, cookies, party favors, etc. may NOT be brought to school to recognize your child's birthday.
- We also ask that you refrain from sending balloons, flowers, or gifts that would interrupt the school environment as they will not be delivered to the classroom.
- Join the PTO to receive access to the online student directory. We are not able accommodate birthday invitations being distributed at school.