

HAMILTON ELEMENTARY SCHOOL

Parent Guide and Calendar



2006-2007

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Principal's Message

I would like to extend a warm welcome to Hamilton Elementary School, a “Caring Community of Learners”. At Hamilton School, the staff, parents and I are committed to academic excellence and social development. The school provides a safe, caring environment where uniqueness and differences are respected, and all children are supported to reach their full potential. Adults act as role models and mentors, working collaboratively to prepare our children to be responsible citizens in a democratic society.

Teachers provide a positive environment that supports self-esteem and encourages students to be problem solvers and critical thinkers. We empower students as leaders to make contributions to their school and community as Student Council Members, Conflict Managers, Buddies and through classroom service projects.

It takes the entire community working together, with a commonly held vision, to provide an optimal education for our students. We encourage and appreciate meaningful parent participation to support student learning, through the PTA, the School Leadership Team, ELAC and classroom volunteering. Parent and community contributions to the PTA and School Fuel support numerous classroom and school-wide programs such as, Kinder Music, Poets in the Classroom, Youth in Arts, Technology, P.E., and many others. Some opportunities for families to come together are: New Parent Orientation, First Day Coffee, Back to School Night, International Night, the Variety Show, the Spring Fundraiser, and Open House.

Working collaboratively, the Hamilton School Community has a mission to develop compassionate, lifelong learners. Remembering that our children are a community treasure, and that educating and nurturing them is our contribution to the future. Let's be sure that life is a joyous journey for them and not a race. I look forward to working together to make this the best year ever for our children.

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School Schedule

Monday, Tuesday, Thursday, Friday

Kindergarten	8:50 am - 1:50 pm
Grades 1 – 2	8:30 am - 2:55 pm
Grades 3 – 5	8:30 am - 3:00 pm

Please be sure that your child arrives no more than 15 minutes before the start of class, and is picked up no later than 15 minutes after dismissal.

Curriculum Planning Day Schedule Every Wednesday

Grades 1 – 5	8:30 am – 1:50 pm
Kindergarten	8:50 am – 1:50 pm

On Wednesdays, the staff spends after school hours working on programs, discussing teaching strategies, and exploring new techniques to help children learn. The purpose of this time is to create a better educational program for the students through planning and assessing our curriculum. The time students spend on the academics will not be reduced on planning days. On Wednesday afternoons the staff works collaboratively to analyze assessment data, discuss best teaching practices, plan the implementation of new curriculum, and explore new techniques and program models. This time is well invested in improving the instructional programs for our students.

Behavior Standards

STUDENTS SHOULD:

- Be attentive listeners
- Follow directions
- Be polite & kind
- Arrive on time
- Show respect for other people's belongs
- Care for School grounds and property

Behavior Standards Continued:

STUDENTS SHOULD NOT:

- Wear Hats
- Chew gum
- Wear make-up
- Loiter/play in bathrooms
- Bring skateboards, scooters, roller blades or shoes with wheels
- Bring audio/electronic equipment
- Swear, tease, threaten or put down others
- Use obscene language/gestures
- Push, trip, kick, fight or engage in inappropriate physical contact

Consequences

Consequences (to be determined by the severity of the student's action):

Verbal Warning

Conference with student

Loss of privilege (e.g. benched for recess)

Writing Assignment (e.g. letter of apology, writing of the rules)

Contact parents Referral to Principal (Hamilton School Student Behavior Referral)

Suspension

**Your signature on the emergency card indicates your
agreement to support these standards**

Office Procedures

Attendance

It is very important for the safety of your child that we verify all absences each day. In order to comply with attendance accounting procedures, we must determine whether absences are excused or unexcused. Excused absences include illness, medical appointments and **trips only if an independent study is obtained**. Other absences are recorded as unexcused. We must call the home of every child for whom we have not received a call.

For your convenience, we have a 24-hour attendance line for reporting absences. You may call 883-6520 box 500 any time, day or night. Please leave your child's name, date and reason for absence. You may request homework for an absent child as long as you do so before 10:00 a.m.

Please keep in mind that the school loses funding (\$37.00 per student per day) when they are absent, excused or unexcused, unless an independent study is obtained. If you know ahead of time that your child will be out of school for at least five days please call the office or see your teacher to request an Independent Study Contract. This will keep your child current with classroom activities and provide the school with funding.

Tardies

Each time a child walks into class tardy, it disrupts the instructional program of the others in class. If this happens several times during the course of the morning, valuable minutes are lost. In an effort to minimize tardiness, please help your child develop good habits by getting up early enough to arrive to class without rushing. This will have a positive impact on your child's learning.

Medications

We cannot administer any over the counter medications to children. If your child needs to take a prescription medication, we **must** have a form filled out by the doctor giving complete instructions. You may pick up the form at the school office. The medication must be in the original prescription container. All medications **must** be turned in to the nurse or school secretary.

Arrival/Dismissal

There is no supervision on the playground before 8:15 am. Please do not send your child to school before this time. If your child does not take the bus, or walk home, please arrange to pick him or her up promptly after school. Please remember that **every Wednesday is Curriculum Planning Day**; all students in grades 1-5 come at 8:30 am and are dismissed at 1:50 pm. If you must pick your child up early for a medical appointment, etc., please come to the office to sign him or her out. If you will send a note to the teacher, your child can be waiting for you at the office when you arrive and we will not have to interrupt the classroom.

Emergency Cards

For your child's safety and well being, it is extremely important that we have up to date information on the emergency card. In case of illness, injury or other emergencies, **we must be able to contact** a parent or individuals you have designated as emergency contact persons. We do not have the facilities to keep sick children at school for extended periods of time. Parents are not always available when these situations arise, therefore, please provide us with two names other than yourselves. These individuals should be living in the immediate area and should be receptive to picking up your child. We often find that those listed as emergency names have moved or changed phone numbers. If this is the case, or if you have any changes throughout the year (employment location, phone number, day care, etc.) please stop by or call the office and we will be happy to update your card.

School Phones

In order to protect our students' valuable instruction time, we must keep classroom interruptions to a minimum. Please make after school arrangements with your child before he or she comes to school in the morning. **We will not interrupt classrooms to deliver messages except in cases of emergency.** Students are not permitted to use the office telephone unless there is an emergency. We cannot accommodate those who wish to call home to see if they can get a ride because it is raining. Please work out a "Bad Weather" plan with your child ahead of time outlining conditions of the weather and when and where you will pick them up.

Breakfast and Lunch

Breakfast and lunch are available at the school on a prepaid, weekly basis, breakfast for \$1.25 and (or free for qualified students). Lunch for \$12.50 per week, or daily at \$2.50. Daily cost for milk is 35 cents. (Prices are subject to change) Prepay and Save! Prepay \$50.00 and receive one free meal. Payment can be made at school any day during the lunch hour. Mark your child's name and room number on the envelope and or check. Reduced price (40 cents) and free lunches) are available for eligible students. Forms can be picked up at the school office. We regret that we cannot loan money for lunches. Kindergarten lunches, breakfasts and milk are sold on a weekly basis only. Money must be sent in to school on Thursday for the following week. Milk is sold weekly for \$1.75. Money is collected on Friday before 10:00 a.m. Should you wish to have your child come home for lunch, a note is necessary for each occasion. Students are not allowed to go to other students' homes for lunch at any time.

Lost and Found

Please label outer clothing and lunch boxes with your child's name so that lost items can be returned to your child. CD players, ipods, radios, jewelry, money and other valuable items should not be brought to school. The only exception to this regulation is when the teacher and parent have coordinated and given permission because the item is related to the instructional program. If an item is not claimed in the lost & found within 30 days it will be donated to charity.

Volunteer Program

We have a dynamic Volunteer Program at Hamilton. If you are interested in helping in the classroom, the computer lab, the library, the office, the physical education program, or with other programs one or more hours per week on a regularly scheduled basis, please contact the school secretary at 883-4691. We have had a tremendous response to the volunteer program. Parents are invaluable in the classroom. A PTA volunteer coordinator works with parents and teachers to ensure the best placement for all concerned. Proof must be provided that you are free from TB. Please complete the volunteer sign up sheet included in the first day packet and return it to the school.

Our Speech Therapist, is available 5 days a week to help those children with speech and language problems.

A Resource Specialist, works with students who have learning disabilities and coordinates their special education program.

Music Teachers provide rhythm, instrumental and vocal instruction for students in grades 1-5. PTA provides a Kinder Music Program. Concerts and performances will be held during the year. We hope you will attend.

The Library Media Center is open during school hours. A library media clerk staffs the library every day. Our library media specialist serves the school 1 day a week, funded by the school district's parcel tax assessment.

Annan Paterson, our **School Psychologist**, is here 2 days a week to provide student assessment services.

Physical Education is taught weekly in grades 1-5 by a specialist to supplement the regular program.

English Language Development (ELD) instruction is provided by classroom teachers & assistants for students who are non-English speaking or who have limited English proficiency.