



**JAMES A. HAMMOND
ELEMENTARY SCHOOL**

**PARENT HANDBOOK
2022 – 2023**

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JAMES A. HAMMOND ELEMENTARY SCHOOL

SCHOOL VISION

We will provide a path for success to every Hammond student.

SCHOOL MISSION

Building bright futures, one student at a time.

This handbook is provided for your information. Please familiarize yourself with Hammond policy and procedures. We thank you in advance for your co-operation and assistance in keeping children safe and our school running smoothly. This handbook is not all inclusive. Please ask an Administrator if you have a question regarding a policy or procedure that is not included here. District policies and procedures can be found in the District Handbook provided to you. We welcome you and your child(ren) to Hammond and are excited to share the year with you!

THE DAILY TIME SCHEDULE

School day for K through grade 5:

7:40 a.m. - classes begin promptly at 7:40 a.m.; **students who report to the classroom after 7:40 a.m. are tardy.**

1:55 p.m. – dismissal Tuesday - Friday, 12:55 on Monday (Early check-outs are for emergencies only and are approved by the Principal, no later than 1:30 p.m. and 12:30 p.m. on Monday)

Children may not arrive at school before 7:10 a.m. and should leave the grounds promptly at dismissal. HOST child care is provided for early drop off from 6:30-7:10 a.m. and after school from 1:55-6:00 p.m. You can enroll your child online through the Hillsborough County Public Schools website.

ATTENDANCE/TARDY POLICY

To fully benefit from the instructional program, students are expected to attend school regularly and be on time for class. Excessive absences will be referred to the Child Study Team and/or the School Social Worker.

In accordance with the Hillsborough County School District's Attendance Policy, the reason for each student absence must be reported to the school. For your convenience, a separate attendance phone line has been installed with a 24-hour access recorder. **Please call 792-5120 and press 1, to report the reason for your child's absence.** If the line is busy when you call, please call back.

Tardies and absences may be excused for the following reasons:

1. An illness of the student or a medical/dental appointment (a doctor's statement may be required).
2. An accident resulting in an injury to the student.
3. A death in the immediate family.
4. An observance of an established religious holiday.
5. A subpoena by a law enforcement agency or a required court appearance.

Please help your child by having him/her on time and in attendance at school every day.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

Car Riders - School begins at 7:40 a.m., with a warning bell at 7:30 a.m. All car riders may be dropped off only at the designated drop off points in front of the building. No drop off is permitted in the back parking lot (with the exception of fulltime ESE). The car loop is located in front of the main office on the west side of our campus. All vehicles dropping off children should use the west gate entrance located on the west side of **Walker Middle School** (closest to Gunn Highway). Upon entering the west gate entrance, **proceed through the Walker parking lot, around the Walker loop in front of Walker, and on to Hammond Elementary**. This traffic pattern helps to alleviate back up on North Mobley Road. The road by the Hammond marquee (main drive) is only used as an exit for student arrival and dismissal. **Be aware that Walker Middle School student hours are 8:30 a.m. to 3:25 p.m.**

The drive by the marquee (main drive) will be closed and blocked with traffic cones. This road is not to be used for entry between 6:55 – 8:45 a.m. and 1:30 p.m. – 3:45 p.m. Please refer to the enclosed map to locate the west gate entrance. This will be the only entrance to Hammond for arrival and dismissal.

No parking is allowed on the grassy area, in the back of the building, or across Mobley Road.

Please pull up as close as possible to the curb at the designated drop off point in front of the main office. Staff will supervise the front drive area and direct students to unload from cars. Cars should form a single line next to the curb and no car should attempt to pull around another car in the unloading area. Students may be let out of the right hand side of the car only. If your passenger side doors are inoperable, please do not use the car drop off line. Patrols are not allowed to step out into the drive to assist unloading. Please have your child ready to get out of the car when you reach the drop off point. Use of cell phones and texting in the car line is an unsafe practice. We ask that drivers focus all of your attention on the unloading process for your child and other children.

Students will be marked tardy if they are not in the classroom at 7:40 a.m. Please allow time for traffic issues that may occur. We suggest that if you are dropping off, that you arrive between 7:10 – 7:20 a.m. If your child is dropped off after 7:38 a.m., you will need to park, come into the office and sign your tardy child in. The student will be marked tardy. If your child is eating breakfast at school, we ask that he/she arrive between 7:10 – 7:25 a.m. to avoid being late to class. Our teachers thank you for getting your child to school on time.

Students may not be dropped off along the sidewalk or at any other location. Students may not be dropped off across the street and walk to Hammond. We ask that you not park in the Hammond front lot during arrival and dismissal, as this slows down the process for everyone. The back lot is reserved for ESE parent drop off, buses, and day care only.

ESE Students – Parents of fulltime ESE students may park in the designated ESE parking spaces located on the east side of campus. Please unload and walk your child across the crosswalk to the designated ESE staff member.

Bus Riders – Students will be dropped off outside the cafeteria on the east side of campus. If they are eating breakfast, they will go directly to the cafeteria and then to the classroom. Staff and patrols are on duty to assist students.

Students Entering the Building – If students are eating breakfast at school, they should go directly to the cafeteria. They should not report to the classroom first. If students are not eating breakfast on campus, they should report directly to the classroom. Visits to the Media Center or other locations can occur once the teacher releases them for that purpose.

DISMISSAL

We ask that you not sign out students after 1:30 p.m., as this interferes with dismissal and end of day instruction.

Bus Riders – On the first day of school, Kindergarten students will be issued a backpack tag to identify the bus they ride. Please leave this tag on the backpack all year. A Kindergarten child who does not have an adult to receive him/her at the bus stop will be returned to the school. The Transportation Department has a Call Center for parents concerning bus issues. **Please call the Area II Transportation Department at 982-5500 to speak to a representative who will assist you with transportation issues.**

School Bus Regulations - Students must ride their assigned bus and may only get on or off at their assigned stop. They are not permitted to ride any bus unless assigned by the transportation department. Students should be at their bus stop 10 minutes prior to pick-up time. The driver will not wait for those who are late.

☞ The Transportation Department has implemented various standards that will be enforced for all bus riders. These standards are outlined below:

- All students who live within two miles of a school (and do not face a state approved hazard), may be required to walk to the closest school for pick up and drop off.
- Parents may not send notes to school with approval for a student to ride a different bus to or from school with a friend. (Issues of family hardship or extreme emergencies will be handled on an individual basis by the School and Transportation Department).
- Transportation arrangements for shared-custody divorce situations must be obtained through a separate application process. Please call the Area II Transportation Department at **982-5500** for more information.
- Students must ride the same bus to and from school.

☞ Assignment of Bus Stops

- Eligible students' bus stop assignments will be made with the residential address on record in the student information system. If there are changes to your address, please report it to the school.

☞ Bus Passes

- Students must use a bus stop of record that coincides with a residence.

Hammond Elementary students that ride the bus will be given a color-coded armband that coincides with a particular bus number. These bands will be placed on the student's wrist and it is advisable that students keep these armbands on for the first week of school. These bands are water resistant and baths can still be taken. Each Kindergarten student will also have a bus tag attached to the backpack. Please leave this tag on the backpack all year.

Students should be at their bus stop 10 minutes before the bus is scheduled to arrive. Parents should supervise their children at the stop. Sometimes a bus number may change for a day or two. The "colored" band will assist your child in finding the correct bus home, as our buses are color coded. Have your child recognize their bus stop, bus number, and his/her way home. **Please try to have as little change as possible in your child's arrival and dismissal procedures.**

Car Riders – School issued pick up placards will be required to pick up your child this year Please display this placard in your car so it is visible to staff. If you are having someone other than yourself pick up your child, you will need to make sure they are listed on the student's emergency card and give them the placard to display. Otherwise, they will have to come into the office to sign out the child, show a picture ID, and be verified with the emergency card.

All automobile pick up is in the front drive at designated pick up points. All vehicles picking children up should use the west gate entrance located on the west side of Walker Middle School (closest to Gunn Highway). Upon entering the west gate entrance, proceed through the parking lot and on to Hammond Elementary. Form a single line and remain in your car.

ESE students are dismissed first, at 1:50 p.m., these parents should be first in the car line. All other parents should form a line at the designated point beginning no earlier than 1:50, for 1:55 dismissal. Please remain in your car.

When you reach the pickup point, a teacher will release your child to load on the passenger side of the vehicle. Students may not load on the driver's side. Patrols will not step into the drive to assist in loading cars.

Students cannot be picked up from student waiting areas or classrooms.

Dismissal Continued...

Please do not use the front parking lot during dismissal. All conferences will start at 2:15, after dismissal is over.

If you need to speak to a teacher, please do not attempt to do so during dismissal. All staff members are in place to maintain student safety. If they are engaged in conversation with you, their attention is diverted from the children.

The back parking lot is restricted to school buses and approved day care pick up only.

PARKING

There is NO parking in or around the Hammond parking lots or on the side of the school building during arrival and dismissal. **The back parking lot is for Staff only.**

Thank you for your cooperation to ensure the safest environment for our students.

CHANGES IN THE WAY STUDENTS GO HOME

Changes in the way children normally go home are restricted to school sponsored activities or family emergencies. Social reasons for changes in transportation will not be accommodated.

When parents request a change in the way a child normally goes home, it is required that the following procedure is followed. A note signed by the parent must be sent to the teacher the morning of the requested change. Change requests will not be accepted by phone. Students will not be released to individuals unless their name appears on the child's emergency card.

Students will not be allowed to change the way they normally go home without following these procedures. If a student does not have a change request due to an emergency and signed by a parent, he/she will be sent home the usual way.

Your child's safety is our utmost concern. By following these procedures, we will be able to handle dismissal safely and quickly. We appreciate your cooperation with these important safety procedures.

REQUEST FOR EARLY PICKUP BEFORE DISMISSAL TIME

All early check-outs must be approved by the school office. If it is necessary for a child to leave school before dismissal time, **only a person listed on the child's emergency card may check-out the child.** Children are expected to remain at school all day unless there is an emergency or unusual circumstance requiring early check-out. In such cases, parents/guardians are asked to check students out **BEFORE 1:30 p.m.** Check-out after this time interferes with the dismissal procedure and final teacher instruction. Please schedule all appointments after the school day, whenever possible. Your understanding and cooperation in this matter is very important. Students will not be called to the office until a parent is present and identification has been approved.

DISMISSAL FOR VOLUNTEERS' CHILDREN

If you volunteer in the afternoon, please do not ask to have your child dismissed early. All volunteers are asked to follow established procedures for dismissal. Volunteers staying until the end of the school day should park in the Walker lot to avoid using the front lot during dismissal.

PROCEDURES RELATING TO RAINY DAYS

Students need to carry a rain poncho at all times. Staff will not step out in inclement weather to unload students. **Students are NOT permitted to bring umbrellas to school, as they present a safety hazard.**

TARDINESS

***School begins promptly at 7:40 a.m.** Students arriving in the classroom after 7:40 a.m. are tardy. Any child who is tardy must report to the office with a parent for a class permit. If a school bus is late, the children on that bus are not counted tardy. Tardiness will be reflected on the Progress Report. Please arrive in time for your child to be seated in the classroom and ready to learn no later than 7:40 a.m.

LUNCH AND BREAKFAST

A balanced and nutritious hot lunch is served daily. Learning to eat a variety of foods and cultivating good food habits are important phases of our school program.

We strongly encourage you to take advantage of our easy online payment for lunch. **Simply go to <http://www.sdhc.k12.fl.us/> and click on the Parents tab, then click on “MealPaymentPlus (lunchmoney)” - to learn how to track meals and prepay for your child’s lunches.** If you choose to send lunch money to school, we urge that lunches be paid weekly (on Mondays) in the lunchroom. Place money in a sealed envelope with your child’s name, child’s 7-digit meal number, teacher’s name, amount of money and what the money is for and deliver to cafeteria staff.

Free or reduced price lunches are available according to a School Board approved salary scale. Forms were sent to all students to apply for this program.

A free breakfast is available daily for all students from 7:10 a.m.-7:30 a.m.

Students choosing to bring their lunch must bring it when they arrive in the morning. Carbonated drinks and gum are not permitted at school. No lunches will be delivered to students during the school day. If a student forgets their lunch a school lunch will be provided.

STUDENTS MUST KNOW AND BE ABLE TO ENTER THEIR 7-DIGIT SCHOOL MEAL NUMBER.

ILLNESS OR ACCIDENT AT SCHOOL

If your child becomes ill or is injured at school, every effort is made to contact you. **It is important that we have at least two telephone numbers** so that we can locate parents in case of an emergency. It is necessary for parents to provide to the office current home and emergency information as changes occur. It is the responsibility of the parent to see that the school office (not just the teacher) has correct, up-to-date emergency numbers and hospital preference. You must come to the office to provide this information in person.

HEALTH – MEDICATION / HEAD LICE

Only PRESCRIBED medications may be taken in the school clinic. Please notify the clinic if your child will need to take medication so that required forms can be completed. For the safety of all children, medications are never kept in the classroom (this includes cough drops, aspirin, ointments, etc.). Medications are administered at school only when it is *absolutely necessary* according to the prescribed schedule provided by a physician.

In addition to talking with clinic personnel about medical needs and health concerns, parents should also discuss this information with their child’s teacher(s).

Students will be checked as needed for head lice. Students with lice or nits will be excluded from school and will not be admitted until there is no evidence of lice or nits. Because no one can determine if a nit (egg) is alive or dead by visual inspection, the Hillsborough County School District has a “NO NIT POLICY”. Students with head lice must be treated at home, nits removed before returning to school. When your child is ready to return to school, he/she must first come to the school clinic to be checked. Students are allowed three excused absences per school year due to head lice.

BACKPACKS/WHEELED LUGGAGE

Wheeled backpacks and suitcases are not permitted. All backpacks must be of a standard size no larger than 19” x13” and must be carried when on campus. There is no storage space for large bags in the classrooms. Backpacks are to be of a size that can be hung on the back of a chair without obstructing others. Teachers will not assign work that requires children to carry heavy loads. Please do not allow your child to load the backpack with unnecessary materials.

HAMMOND DRESS CODE POLICY

A uniform ballot was sent to all parents in the spring of 2021. As a result of this vote, Hammond has adopted as policy a mandatory Dress Code. **Uniforms are mandatory.** The choices are listed below and may be purchased from any store as long as they meet the requirements described and are standard uniform style. Hammond logo items can be purchased online at www.EducationalOutfitters.com (use school code FL01609) or visit Educational Outfitters at 3904 West Hillsborough Ave. Suite D, Tampa.

Shirts

- Color: White or Royal Blue
- Hammond embroidered or rhinestone polo shirts
- Plain polo shirt - solid white or royal blue with **no logos, no trim and no design.**
- Hammond royal blue logo screen printed, embroidered, or rhinestone t-shirts (no outside purchased / decorated t-shirts allowed).
- Special activity spirit shirts (PROWL, Math Bowl, etc) may be worn on Fridays or the last day of the week before a holiday
- Visible undershirts are to be white, royal blue, black, or grey.
- Long sleeve shirts may be worn under the uniform shirt in cold weather. This shirt must be white, royal blue, black, or grey.

Bottoms

- Color: Black or Tan Khaki
- Bottoms may be pants, shorts, skorts, skirts or jumpers. No oversized pants are permitted.
- Overalls and dresses are not permitted.
- Shorts, skorts, skirts and jumpers must be at least fingertip length.
- Denim bottoms (without holes) may be worn on Fridays or the last day of the week before a holiday. Denim is not allowed any other time.
- Bottoms must be securely fastened at the waist.
- Leggings worn under bottoms must be uniform colors of black, khaki, or white.

Shoes

- Shoes must be securely fastened to the feet.
- Shoes are to have a flat heel and closed toe.
- Athletic shoes should be worn on days when Physical Education classes are scheduled, for student safety. (Athletic shoes are preferable on all days.)
- Skate shoes are not allowed on school property at any time.

Outerwear

- Outerwear worn inside the building should be neat in appearance (not oversized).
- Hats may be worn during Physical Education classes only, for the purpose of sun protection.
- Any outerwear of your choice may be worn to and from school and for outdoor activities.

All Hammond students are expected to wear their uniforms beginning the first day of school. If a child is out of uniform the parent may be called to bring the appropriate clothing or a uniform will be provided to child for the day. The “loaned” uniform should be washed and returned promptly.

THE DRESS CODE WILL BE STRICTLY ENFORCED.

USE OF SCHOOL TELEPHONE

Students are not permitted to use the school phones and will not be called from class to speak to a parent by telephone. (Urgent messages can be delivered in emergency situations only.)

FAMILY EMERGENCY

Routine family visitations are not permitted at school. If, due to an emergency, it is necessary for you to see your child during school hours, please contact an Administrator for approval.

FIELD TRIP PERMISSION

Permission forms will be sent home for the signature of parents prior to date of field trip. All field trip forms will be due by a stated date determined by the school. Any child without permission by that date will not be permitted to participate in the trip.

NOTE: The signed official school board permission form is the only form of permission that is acceptable. Permission will not be accepted by phone or fax.

PUPIL TRANSFER

When moving from the school boundary area, parents must obtain a transfer. In order to process records, please notify the school in writing of the child's last day of attendance and future home address. Please present these papers to the receiving school.

MONEY - CHECKS

1. All money sent to school should be placed in an envelope with the child's name, teacher, amount of money enclosed and the purpose for which it is intended written on the outside of the envelope.
2. All checks must be for the exact amount and payable to Hammond Elementary School. Checks must be printed with the maker's name and a local address and must list the student's name and 7-digit identification number.
3. Checks for lunches must be made to Hammond Elementary School with the child's name and student number written on the check.
4. Students are not to bring personal spending money to school.

BIRTHDAY CAKES / CUPCAKES / TREATS / BALLOONS / FLOWERS

Birthdays will be recognized by the school in a manner that is equitable for all children. Any treats must be store bought and individually wrapped/sealed for distribution. Treats sent in with the student should be pre-arranged with the teacher.

Other gifts (balloons, flowers, etc.) will not be accepted for delivery to students at school.

TOYS

Toys, electronic games, make-up, candy, carbonated beverages and gum are not allowed at school. These items will be collected by teachers and returned only when a parent comes to school to pick up item. **Bringing toy guns, other toy weapons or explosives may result in suspension from school.**

CELL PHONES/ SMART WATCHES

Students may carry cell phones/ smart watches, but they may not be out or turned on at school. The school does not accept responsibility for cell phones/ smart watches. If a student has a phone/ smart watch on or out, the teacher will take it. Parents must come to school to pick up.

PARENT TEACHER ASSOCIATION (PTA)

Hammond Elementary has a hard-working PTA with many plans to benefit our students. Please join and participate. Your name, address and telephone number will be used by the Hammond PTA to keep you informed of its activities. **If you object to the PTA using this information, please inform the school in writing within ten days.**

SCHOOL ADVISORY COUNCIL (SAC)

The majority of the School Advisory Council is composed of parents, with remaining membership made up of Hammond staff. The SAC meets monthly to develop and monitor our School Improvement Plan. Your name, address and telephone number will be used by the Hammond SAC to keep you informed of its activities. **If you object to the SAC using this information, please inform the school in writing within ten days.**

TEXTBOOKS AND LIBRARY BOOKS

Books checked out to a child become the responsibility of that child. Every effort should be made to handle the book with care to avoid damage or loss. A charge will be made for lost or damaged books. The price for a single textbook can be as high as \$40.00.

PLANNERS/FOLDERS

Student planners/folders will be sent home with each student daily. Please review the contents with your child, initial in the appropriate space and return the planner/folder to school the following school day.

Student planners are required in grades 1 - 5. Planners are \$2.00, which will be collected by your child's teacher. Replacement for a lost/damaged planner must be purchased in the office.

HOMEWORK

Hillsborough County policy requires homework be assigned to all students on a regular basis. The homework assignment is approximately 30 minutes in length for students in grades K, 1, 2 and 3 and approximately 45 minutes in grades 4 and 5 however, times may vary by teacher. Periodically, a homework assignment may be made which will extend over a period of time. These assignments may include book reports, science projects, math projects, etc. Contact individual teachers if there are questions. Your support with homework is appreciated.

Curriculum

All students are expected to master Florida State Standards at each grade level. The county has carefully selected the following curriculum for each subject area:

- Reading – iReady, Wonders
- Math – iReady & Pearson envision Florida Mathematics
- Science – Houghton Mifflin
- Social Studies – Social Studies Alive

In addition, our teachers use many other resources in order to meet the needs of all students. Detailed information about each subject area can be found on the school district website or on Clever.

CIVILITY STATEMENT

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expects Civility from All who engage in school activities. **Mutual respect, professionalism and common courtesy** are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, inappropriate or obscene telephone conversations, written communication, electronic mail or voice mail

BULLYING

The District has adopted the following bullying policy. Bullying is a form of aggression and occurs when a person who perceives a power imbalance, willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal and/or physical action which result in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity or event. Students who engage in such conduct shall be subject to a range of punishments to include verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion.

Examples or types of bullying include, but are not limited to:

- Physical - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- Verbal - hurtful name-calling, teasing or gossip;
- Emotional (Psychological) - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- Sexual - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying;
- Cyber-bullying - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully. Allegations of bullying will be promptly investigated. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Retaliation is defined as "to pay back (an injury) in kind." When a person is accused of having engaged in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must not occur.

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors
- following the person
- becoming physical in any way
- destroying property
- using the telephone or any other electronic or written form of communication to retaliate in any way
- ostracizing.

IF YOU ARE THE VICTIM OF BULLYING:

- Clearly tell the "bully" to stop.
- Don't ignore the incident. Immediately report the incident to an adult at school. Tell your parent(s) /guardian(s).
- If bullying continues after you told the person to stop, report the incident immediately to an adult (Teacher, Guidance Counselor, Assistant Principal, or Principal).
- Avoid being alone with the person who attempted to bully you in the past.

To report a bully, please go to <http://www.sdhc.k12.fl.us/bullyprevention/reportform.asp>

TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING

DO's:

- Keep your hands to yourself.
- Remember that NO ONE has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

DON'T's:

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being "inappropriate" and has clearly told you to "stop."
- Make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).
- Cyber-bullying - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

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- following the person
- becoming physical in any way
- destroying property
- using the telephone or any other electronic or written form of communication to retaliate in any way
- ostracizing.

HAMMOND ELEMENTARY CORE VALUES

Teamwork:

We believe everyone is a valuable, contributing member of the Hammond Community

Therefore, we expect our students, families, teachers, and our Hammond Family to:

- Create a school environment that helps others to learn;
- Listen attentively to others;
- Work willingly with each other;
- Accept tasks assigned and follow through;

Responsibility:

We believe everyone is responsible for their own words and actions.

Therefore, we expect our students, families, teachers, and our Hammond Family to:

- Hold themselves accountable for their behavior, actions, and decisions;
- Follow through on commitments;
- Take initiative to ask questions, seek help, and actively participate in the learning process;
- Be trustworthy and dependable;
 - Demonstrate good sportsmanship and fairness in dealing with others;

Academic Excellence:

We believe in academic excellence for all students.

Therefore, we expect students, families, teachers, and our Hammond Family to:

- Demonstrate a love of learning;
- Commit to school attendance and punctuality;
- Be active participants in the educational experience;
- Be an effective problem solver;
- Set and follow through on short and long term goals;
- Set high expectations for themselves and continue to learn;

Confidence:

We believe all students will be confident in their value to society, their ability to succeed, and their belief that effort creates growth.

Therefore, we expect our students, families, teachers, and our Hammond Family to:

- Believe they can succeed;
- Value all attempts at learning and understand that making mistakes is part of learning;
- Be proud of their best efforts and the work they produce;
- Think and act independently in the face of peer pressure;
- Take risks to achieve goals;

Kindness:

We believe everyone will show respect for themselves, others and their community.

Therefore, we expect our students, families, teachers, and our Hammond Family to:

- Value individual differences;
- Treat others with consideration;
- Value different points of view;
- Be sensitive to the feelings of others;
- Take care of personal property as well as the property of others;.

CONFERENCES

Please reply promptly to teacher request for a conference. Parents may request a conference by contacting the teacher for an appointment. Interim Reports, Progress Alerts, phone conferences, email and/or notes to parents will be used to communicate with parents between conference days or between report periods. If you have a question or concern, please contact your child's teacher.

Good communication is much easier to achieve if everyone takes an active role. Parents are encouraged to write notes, email or call the teacher if they have questions or concerns about their child's progress. Teachers are in class the majority of the school day, but will return your call as soon as possible.

VOLUNTEERS / VISITORS

When allowed by current District and school safety guidelines, all volunteers and visitors must sign in (with a valid driver's license or passport) and out at the office and be cleared via the District approved computer system to be on campus. **Volunteers must complete a Volunteer Application form each year and submit to a background check. A Hammond name tag must be worn and be easily visible while on campus.**

Policy prohibits volunteers/visitors from bringing preschoolers to school while they are visiting or involved in volunteer activities. This includes helping with parties and craft activities in classrooms. We must be consistent with enforcing this procedure for all, as it would be unfair to do otherwise. We ask for your understanding and cooperation.

We value your participation at Hammond and hope that you can arrange day care for your preschooler so that you can volunteer at school. If this is not possible, please talk with your child's teacher for suggestions on how you might volunteer from home. There are never enough hands to cut, paste, etc!

NOTE: Parents may choose to bring preschoolers when visiting the campus (not volunteering) for certain planned activities such as: family dinners, student performances, etc. We do expect small children to remain with their parents during such visits and be under their careful supervision at all times.

GUIDELINES FOR CLASSROOM PARTIES

So that our Wolf Cubs and their teachers have a wonderful party/event experience, the Hammond Staff has developed the following school wide Volunteer Guidelines. We appreciate your help at Hammond and love that you are a part of your child's school experience. Please let us know if you have any questions.

- All plans for the party must be developed and/or approved by teacher.
- Teachers on grade level will plan so that classroom parties are equivalent for all children.
- Only volunteers invited by teacher may attend event/party
- Preschoolers may not accompany volunteer when working in the classroom.
- All volunteers must sign in at the office and wear badge on their shoulder, where it is clearly visible.
- Volunteers should only visit the classroom where they are assigned to volunteer.
- There will be no early sign out for children of volunteers.

SPECIAL SERVICES

Parents who bring non enrolled children to Hammond for special services are to walk the student into the school, wait for the teacher to pick the student up, and then wait in your car while the child is with teacher.

OFFICE WAITING AREA

Food and beverages are not allowed in the office. Please no talking on cell phones in the front office or hallways.

The waiting area in the front office is to be used exclusively for:

1. Registration of new students.
2. Signing students in and out.
3. Assisting parents.

PHONE NUMBERS AND CONTACT INFORMATION

Contact Personnel:

Principal	Sheri Norkas
Assistant Principal	Katarina Arterburn
Guidance Counselor	Amy Harrison
Media Specialist	Denise Yazdi
Principal's Secretary	Sue Sheppard
Data Processing Clerk	Lori Abbas
Secretary	Heather Chumbler
School Resource Officer	Leo Mas
Head Custodian	Yoandra Llera
Student Nutrition Manager	Janet Morreale
LPN	Jessica Martinez
PTA President	Maurine Wheeler

Telephone Numbers:

School Phone	792-5120
School Fax	792-5124
School Bus Transportation	982-5500

School District Web Site

www.sdhc.k12.fl.us

Hammond Web Site

<http://hammond.mysdhc.org>