



**JAMES A. HAMMOND
ELEMENTARY SCHOOL**

**PARENT HANDBOOK
2024 – 2025**

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Hammond Elementary School
8008 North Mobley Road
Odessa, FL 33556
(813) 792-5120

JAMES A. HAMMOND ELEMENTARY SCHOOL

SCHOOL VISION

Creating a school culture that provides all students with a path to success.

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 cooperation 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:

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, 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 6:30-7:00 a.m. and after school from 2:20-6:00 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 must 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 VPK & 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. **Be aware that Walker Middle School student hours are 8:30 a.m. to 3:25 p.m.**

Please refer to the enclosed map to locate the west gate entrance. This will be the only entrance to Hammond.

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 7:40 a.m., you will need to park, come into the office, sign your child in, and sign in to walk your student to class. 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 & VPK 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 or breakfast cart. 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. Tuesday-Friday or after 12:30 on Monday, 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 Hammond. 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. Each Kindergarten student will also have a bus tag attached to the backpack. Please leave this tag on the backpack all year.

Car Riders – School issued pick up placards will be required to pick up your child. 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 to 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.

ESE students are dismissed first, at 1:45 p.m. ESE parents must be in the ESE car line by 1:44 (Tues.-Friday) and 12:44 (Mondays). If ESE parents arrive after 1:44, they will get in the regular car line entrance by Walker.

General Education parents should form a line at the designated point at the corner prior to entering the Hammond drive beginning no earlier than 1:50, for 1:55 dismissal (Tuesday-Friday). 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.

PARKING

The back parking lot is for Staff only.

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

CHANGES IN DISMISSAL

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 or email. 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.

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.

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 MyPaymentsPlus.

A free breakfast is available daily for all students from 7:10 – 7:40 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 to 10-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 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

Only PRESCRIBED medications may be taken in the school clinic. Please notify the clinic if your child will need to take medication so that the 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).

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. Please do not allow your child to load the backpack with unnecessary materials.

HAMMOND DRESS CODE POLICY

Hammond has adopted as policy a mandatory Dress Code. 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, Black, or Royal Blue
- Hammond embroidered or rhinestone polo shirts
- Plain polo shirt - solid white, black, or royal blue with **no logos, no trim and no design.**
- Hammond royal blue or black 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.
- 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.)

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.

BIRTHDAYS

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.

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.

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.

TEXTBOOKS

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 and must be purchased through MyPaymentsPlus.

CONFERENCES

Please reply promptly to teacher request for a conference. Parents may request a conference by contacting the teacher for an appointment. 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

All volunteers and visitors must sign in (with a valid driver's license or passport) and out at the office. All visitors must be cleared via the District approved computer system to be on campus. **Volunteers must complete a Volunteer Application form and submit to a background check. A visitor's badge 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 ask for your understanding and cooperation.

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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PHONE NUMBERS AND CONTACT INFORMATION

Contact Personnel:

Principal	Katarina Arterburn
Assistant Principal	Sarah Caldwell
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	Angela Provenzano

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>