

JAMES A. HAMMOND ELEMENTARY SCHOOL

Dear Hammond Parents,

Welcome to the 2022-2023 school year. Our theme this year is "Masterpieces In The Making." The first day of school is Wednesday, August 10th, 2022. As your child enters our building on the first day of school, staff will be available to assist children in finding their assigned room. Parents who are transporting their children can drop off at the designated drop off in front of the school. No other drop off is permitted. There will be staff and patrols on hand to help students find their classrooms for the first several days.

The Transportation Department wishes to notify all parents of the many ways you can access bus run information for your child before school starts. Please see the links for reports that list bus stop locations, times, and bus numbers. Additionally, this bus run information is also available at <https://www.hillsboroughschools.org>. Please remember, if you have an ESE child receiving specialized bus services, your driver will be contacting you approximately a week before school starts with specific bus stop locations, times, and bus numbers.

Hillsborough County will continue to offer a free breakfast for all students. Students who eat breakfast demonstrate a longer attention span, less complaints of physical symptoms, and show more active participation in learning. The price of school lunch is \$2.25 in Elementary. We strongly encourage you to take advantage of our easy online payment for lunch. Simply go to <https://www.hillsboroughschools.org> and click on the Parents drop down, then click on "MyPayments Plus (lunch money)" to register to track meals and prepay for your child's lunches. If you choose to send lunch money to school, it must be placed in a sealed envelope with the child's name, the amount of money enclosed, and the teacher's name on the outside. These envelopes should be given to your child's teacher or a Student Nutrition staff member upon arrival in the morning. Free and reduced applications are available on-line or by request in the front office. Reduced lunch is free for the 2022-2023 school year.

We will begin our school year with an Open House, for all students, on Tuesday, August 9th from 3:00 – 5:00. Please watch for more information to come.

Sincerely,

Sheri L. Norkas
Principal

(Please complete this form & attach to your child's clothing for the first day of school.)

Hammond Elementary Student Information Form

Student's Name: _____

Teacher's Name/Grade: _____

Check (✓) your child's dismissal procedure:

- Car pick up at the loop
 Bus Rider
 Bus # _____ Bus Stop Location _____
 Picked up by _____ Day Care
 H.O.S.T. (After School Program at Hammond Elementary)
 Other _____

Guardian Emergency Numbers:

Name: _____

Cell Phone#: _____ Work #: _____

Name: _____

Cell Phone#: _____ Work #: _____

ARRIVAL & DISMISSAL PROCEDURE

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 3:35 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. – 3:55 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

Students may not be signed out after 1:30 p.m. (12:30 on Mondays), as this interferes with dismissal.

Bus Riders – Students will receive a colored wrist band to designate their bus assignment. These bands are to be worn through the first full week of school. 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, kindergarteners will not be allowed to ride a bus home without this tag. 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 handle transportation issues.

Car Riders – School issued car 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 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.

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

Please be patient with dismissal during the first week of school. Remember to have your school issued placard hanging from the visor of your car. As your child becomes familiar with the pickup procedure, the car loop will become more efficient. Our arrival and dismissal procedures have been designed to ensure the safety of both students and pedestrians. Thank you for your support.

SPECIAL BUS INFORMATION

- ☞ 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 situations must be obtained through a separate application process. Please call the Area II Transportation Department at **982-5500** for more information.
- ☞ 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.

Students that ride the bus will be given a color-coded armband that coincides with a particular bus route 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 route number may change for a day or two. The "colored" band will assist your child in finding the correct bus home. Have your child recognize their bus stop, bus number, and practice their way home. **Try to have as little change as possible in your child's arrival and dismissal procedures.**

