



Hamilton Elementary School Newsletter

Welcome to HES!

We look forward to working together to make your child's school year as successful and enjoyable as possible. If your schedule permits, I encourage you to become a parent volunteer. If not, we will have numerous assemblies and activities scheduled throughout the year where you will be welcomed to attend. Never hesitate to communicate with your child's teacher or the administration with any questions or concerns.

This newsletter contains some very important information for the beginning of the school year. Please look through it and read it carefully. If you have any questions, do not hesitate to call the office or send us an email. You will see newsletters coming home from your child's teacher throughout the year containing information about upcoming events and information about what has been happening here at HES. Please see your child's student handbook for further information pertaining to the elementary school. The handbook, along with supply list information and other important forms can also be found at <http://www.hamiltonrangers/elemforms.aspx>.

Preparing Tomorrow's Future, Today!

~Dr. Josh H. Conley, Principal

Kindergarten Staggered Entrance and Walking Your Child to Class

August 16th is the first day of school for all students **except** kindergarten. Kindergarten students will be on the following Staggered Entrance Schedule:

- Aug. 17 K Staggered Entrance (Last Names A-L Only)
- Aug. 18 K Staggered Entrance (Last Names M-Z Only)
- Aug. 21 1st day All Kindergarten Students

In an effort to help you and your child know exactly where they will be going each day we will be permitting parents to walk their child to their classroom for the first week of school. After August 22nd, we ask for the parents who choose to drive their child to school to follow the drop off procedures on p. 3 of this newsletter.



Welcome Back Rangers!!!

Dr. Josh H. Conley

Principal

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Tyler Rush

Assistant Principal

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Hamilton Elementary School Upcoming Events:

- 8/14** First through Third Grade Open House 5 pm to 7 pm
- 8/16** First day for students in grades 1 through 3
- 8/16** Kdg. Open House 5pm to 7 pm
- 9/4** No School: Labor Day
- 9/15** Progress Reports sent home
- 10/13** End of 1st grading period
- 10/19** Report Cards sent home



This will help decrease congestion in our hallways and increase the safety of our students. Our staff will make sure your child arrives to the appropriate classroom.

The front doors will open at 8:40 a.m. each morning. If you arrive early we ask that you wait outside of the building with your child unless you need to come into the office. If you are coming to the school to pick up your child at the end of the day we again ask that you wait outside in the student pick-up area unless you need to come into the office. This will create a less intimidating area for the students to find their rides home. If you are going to sign your student out for an early dismissal we ask that you do so prior to 3:15 p.m. After 3:15 p.m., we will ask that you wait for your child to be released through the gym doors.



All About the Bus

Please make sure your child knows how they will be getting to and from school each day. Reminding them of their bus animal each day will help them remember which bus they need to board at the end of each day. Please make sure someone is at your child's bus stop to help them get home at the end of the day.

Along with reminding your child of which bus animal they are to ride, reviewing the bus rules will also help keep them safe while on the bus. The following are a list of bus rules students are expected to follow every time they are on the bus:

1. Listen to the driver
2. Sit down in your assigned seat
3. Keep your hands to yourself
4. Keep the noise level low
5. There is to be no eating or drinking on the bus



No student will be permitted to leave with someone different or ride a different bus without written permission from their parent and or guardian, as well as approval from a school administrator.

Once the bus routes for the elementary have become finalized, exact pick-up and drop off times should be consistent. Please keep this in mind during the first couple of weeks of school as your child's bus may be late in the a.m. as well as the p.m.

**Please be patient with our transportation department during the first several weeks of school as it is not out of the ordinary for a bus to be 30 minutes late getting to a stop.

If you have any questions or concerns regarding transportation, please contact the transportation department at 491-1086, ext. 1238.

If there is a change in how your student normally gets home from school, you must let the office know, in writing, of the change.

Purchasing lunch at Hamilton Elementary

Student lunches for the 2014-2015 school year cost **\$2.00** daily. If your child wishes to bring a packed lunch, milk is available for **40 cents**. Please make sure your child remembers to bring lunch money. Hamilton Local Schools participates in the Federal School Lunch Program. Applications for this program may be picked up in the office. Students will be notified of their eligibility after their application has been reviewed.



Don't forget about our FREE breakfast program!

Please also note that the elementary will continue to offer our breakfast program. This program is free to all HES students. Students can choose to pick up a breakfast at designated tables in the hallways on their way to their homeroom classes each morning. We encourage all students to take full advantage of our breakfast program.

Worried about your child losing their lunch money? Take advantage of EZ Pay...

EZ Pay is an easy, convenient, and secure way to pay for school meals and all other fees, available online via secure web portal. EZ Pay allows you to quickly add lunch money to your child's account and pay for all fees that are associated with your child's education or activities. Creating your EZ Pay account is a very simple process. All you need is a valid email address, your child's student ID number

(if you do not know your child's student ID you may contact us to obtain it), and a couple of minutes to complete the registration process. EZ Pay allows you to make payments using a debit or credit card. You can access EZ Pay by clicking on the EZ Pay logo located on our district or school website home page. You may also access EZ Pay by searching the keyword "EZPay" in the search box on our website.



Absences, Tardies, & Early Dismissals



Anytime your child is gone from school it is considered either an absence, tardy or early dismissal. If your child is going to be absent from school it is extremely important that you take the time to notify the school of your child's absence. This will let us know that your child is safe and will also excuse your child's absence **(for only the first 10 occurrences, everything thereafter will be considered unexcused unless a doctor's note is provided)**. When calling to report your student absent please call, **491-8044 ext. 1332**. If you prefer sending an e-mail regarding your child's absence please e-mail Mrs. Longbrake at m.longbrake@hlsd.org. Please keep in mind, notes regarding absences are accepted, but our younger students may forget to provide the note so we encourage you to take advantage of calling or sending an e-mail if possible.

or other family emergency, you or whomever is signing them out must have a valid ID and be on the child's emergency medical card. No child will be released without a designated adult coming into the office to sign them out.

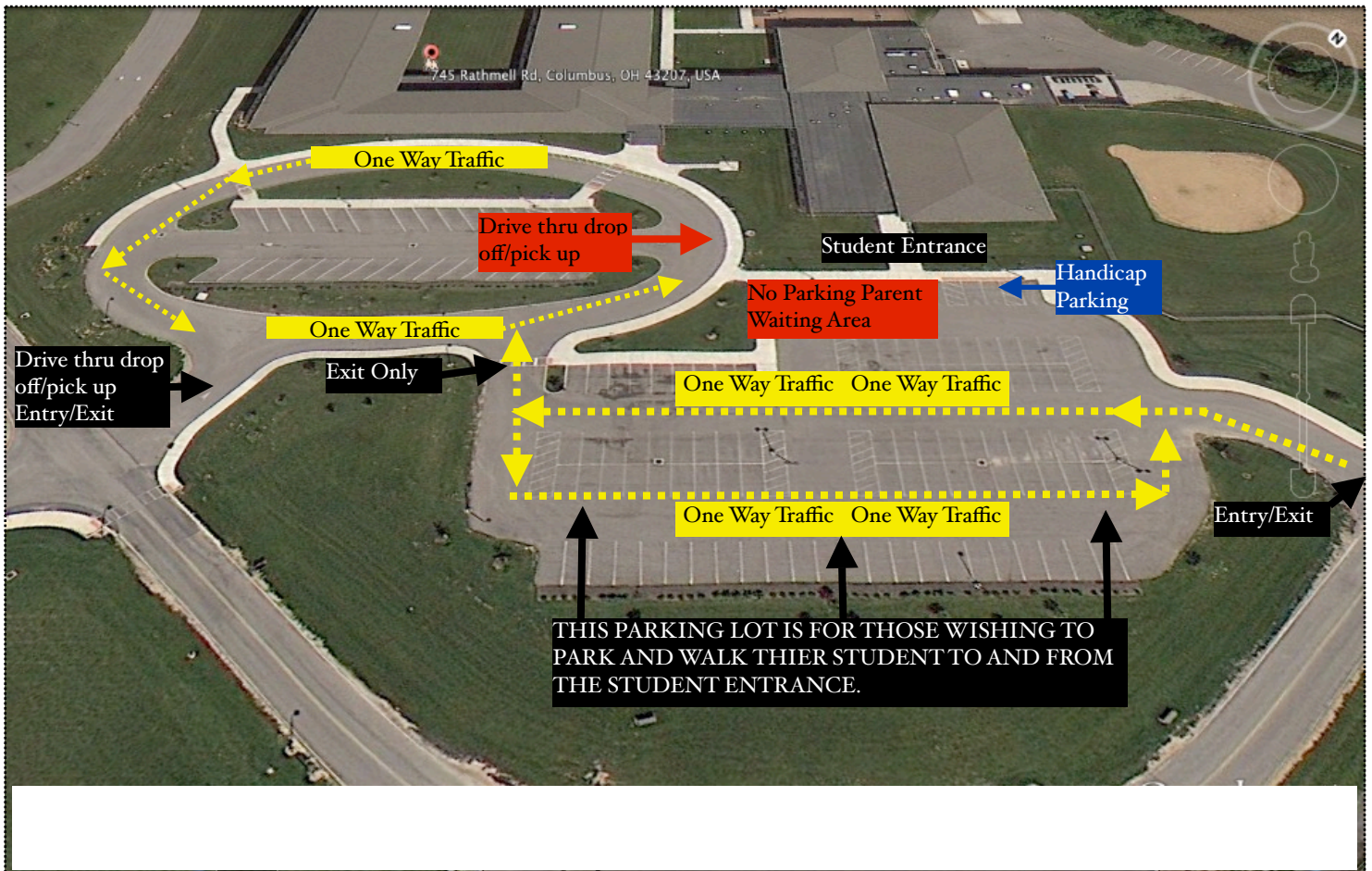
We ask that if you need to sign your child out early you do so prior to 3:15 p.m., as we begin our normal dismissal process at 3:15 p.m. If it is a planned early dismissal, please let your child's teacher know. If it is an emergency, calling the office ahead of time will allow us time to bring your child to the office.

If your child arrives after 8:50 a.m. they will be considered tardy. It is important that you walk them to the front door and sign them in. Without a doctor's note a tardy will be considered unexcused.

Having good communication is key to keeping us and you informed, and most importantly, your child safe. Again, please take the time to call, send an e-mail, or a note when reporting your child absent from school. Thank you for your cooperation!

If you need to sign your child out early for a doctors appointment

Student Drop Off and Pick Up Areas & Visitor Parking



District Visitors and Volunteers

Any person visiting Hamilton Elementary School must follow the following procedures:

1. All visitors entering the building beyond the main office must register and show a photo I.D.
2. Photo must be copied and kept on file by date of visit.
3. The building secretary will add the following information to the copy:
 - a. Purpose of visit
 - b. Time of visit
 - c. Staff member visited
4. Visitors must wear a "visitor badge" in a visible location at all times.
5. Visitors will wait in the office until a staff member comes to the office and escorts them to the meeting location.
6. Visitors must remain with staff members and are not permitted to move throughout the building without a staff escort.

Student and staff safety is our utmost concern. Following this protocol will further ensure everyone's safety. The next time you visit the school to attend a meeting or volunteer, we will be following this procedure.

As always, we appreciate all of the volunteers who work with us and recognize that parents, as well as community members, are our partners and that our goals are shared ones. Please understand, an approved volunteer does not have open access to school buildings. Any volunteer must have approval from a building administrator for any activity they wish to participate in. If you are interested in becoming a volunteer please see the article below. Thank you and we hope to see you soon!



Please
Note: Hamilton Local Schools has a closed lunch policy. For the safety of all students, visitors will not be permitted in the cafeteria during school lunches.

Would you like to lend a helping hand?

Now that the school year has started, we'd like to invite anyone interested in lending a helping hand to join our volunteer team.

We appreciate all of the volunteers who work with us and recognize that parents, as well as community members, are our partners and that our goals are shared ones. Please understand, an approved volunteer does not have open access to school buildings and there's no guarantee an approved volunteer will be contacted to volunteer. Any volunteer must have approval from a building administrator for an activity they wish to participate in. If you wish to volunteer this year, please complete the following:

1. Volunteer information sheet
2. An employment/volunteer application
3. Photo copy of current drivers license
4. Volunteer release and identification agreement
5. Bureau of Criminal Identification and Investigation check

The forms listed above are available through the district website, the district office, as well as the elementary front office.

Keep in mind, there are many types of things that volunteers can do throughout the year.

Teachers may request volunteers to help with special activities or simple tasks, such as running copies. An extra set of cautious eyes in the parking lot and by the sidewalks during arrival and dismissal are always helpful.

Aside from specific school day activities there are also several times throughout the year that the PTO needs volunteers to help out with PTO sponsored events and functions such as fundraisers, family events and much more. The PTO is always open to new members so if you would like to get involved, please visit <http://www.hamiltonrangers/HESPTO.aspx> for more information.

Again, we encourage you to join our volunteer team. If you have any questions please contact our PTO. We hope to see you soon!



Specials Rotation...

We are very excited to be able to offer students at Hamilton Elementary five different special area classes. Students rotate through the following classes on a six day rotation: music, art, computer lab, library and two different classes of physical education. Each rotation day is identified by a letter day. To find out your child's specific class rotation, which goes with this letter day rotation, please contact your child's teacher. If we miss school due to weather or some other calamity, the schedule will reset to the day which was first missed.

