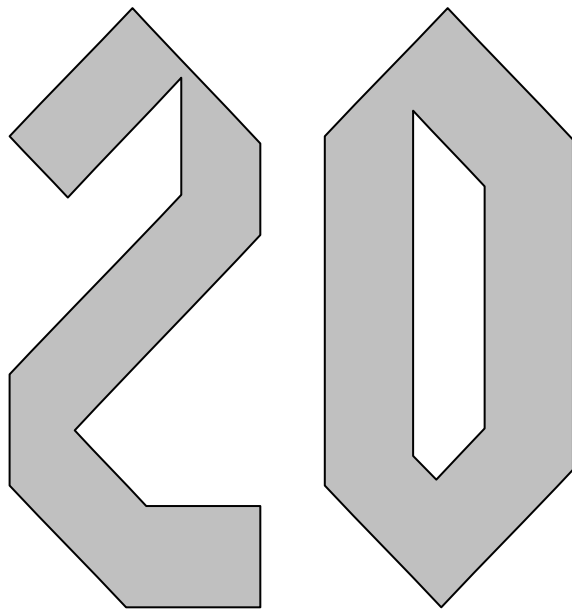


Hamilton elementary

2009-10



years

We still rock!

Hamilton Elementary

STUDENT HANDBOOK 2009-2010

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FRED and LOUISE HAMILTON ELEMENTARY SCHOOL

Fred R. Hamilton and Louise Webb Hamilton together have 52 years classroom teaching service in Cypress-Fairbanks.

Fred Hamilton was the Science Department Chairman at Cy-Fair High School for 26 years. Louise Hamilton served as the Social Studies Department Chairman at Cy-Fair High School and Arnold Junior high. In addition, she helped open Bleyl Junior High and Cypress Creek high School in the same department chair capacity. Louise was also the organizing director of the Cy-Fair Bobcat Brigade and President of the Cy-Fair chapter of TSTA. She sponsored many student activities and was a member of Delta Kappa Gamma (a professional organization). Louise served as President of the Cy-Fair Lioness Club, as well.

Fred Hamilton's activities have included 10 years of community service in the Cy-Fair Lions Club, service as director of the Texas Lion's Camp for crippled children, and President of the Board of Directors of the Lions' Eye Bank of Houston. In addition, Fred helped originate the Marvin Zindler Golf Tournament as a fundraiser for the eye bank.

Welcome to Hamilton!

Address: 12050 Kluge
Cypress, Texas 77429



Telephone: 281-370-0990
Attendance: 281-320-7051
Fax: 281-320-7067

Clinic: 281-320-7056
Cafeteria: 281-320-7058

Colors: Red, White, and Blue

Mascot: Lion

Hours: 8:50-3:50 Kindergarten through Fifth Grades
8:50-11:50 PPCD a.m.
12:50-3:50 PPCD p.m.

District Website: www.cfisd.net

ARRIVAL OF STUDENTS

Students may begin entering the building no earlier than 8:35 a.m. each day. We suggest that you deliver and pick up your child within the schedule listed below:

8:35-8:45	Morning delivery (all grades)
11:50	AM PPCD pick up
12:34-12:45	PM PPCD delivery
3:50	Afternoon pick up (all grades)

It is important to adhere to this time schedule because there is no supervision provided by school personnel after 11:50 a.m. for PPCD and before 8:35 a.m. or after 3:50 p.m. for all grades.

ARRIVING LATE

Children arriving after 8:50 a.m. must be signed in at the office by a parent or guardian. Students arriving after 8:50 a.m. will be counted tardy unless they are arriving to school via CFISD buses.

EMERGENCY SCHOOL CLOSINGS

Local television and radio stations are notified before 6:00 a.m. if conditions warrant the closing of schools.

Television Stations that are contacted are Channel 2 (KPRC), Channel 11 (KHOU), Channel 13 (KTRH), Channel 26 (KRIV), Channel 45 (KXLN), Channel 48 (KTMD), and News24 Houston.

Radio Stations that are contacted are FM Stations 93, 95.7, 97.9, 99.1, 100.3, 102.1, 102.9, 106.5, 107.5, and AM Stations 740, 950, and 1010.

Information is also posted on Channel 16 (Cy-Fair TV) and the district website www.cfisd.net.

Due to the size of our school populations, parents are encouraged to monitor television or radio stations as individual contact cannot be made regarding school closures.

BUS TRANSPORTATION

Bus Transportation Phone Number 281-897-4565

Bus transportation is provided by the district for all students, and we encourage parents to take advantage of this service. Students are only allowed to ride the assigned bus to and from their assigned bus stop. Any change in that assignment can only be made on an emergency basis and only if the parent submits the request in writing. Requests related to after-school activities, such as sports, scouts, or going to a friend's house, will not be approved.

CAR RIDERS

If your child must be a car rider, please drop off/pick up children at the flagpole in the front driveway. Please allow extra time in the morning to avoid unforeseen delays. It is mandatory that all parents picking up children stay in line and allow our staff to dismiss children to cars. Cars cannot be parked along the roadway due to bus dismissal. Please do not park and leave your vehicle to pick up children at the front door or from the designated area.

DAY CARE BUSES

If your child is transported by a day care bus, the day care is required to observe the same daily schedule as other modes of transportation.

BIKE RIDERS/WALKERS

Because our school is located in a heavy traffic area, bike riding and/or walking WILL NOT BE PERMITTED. Bus transportation is provided for all students, and we encourage all parents to utilize this service.

TRANSPORTATION CHANGES

All changes in transportation must be in writing by the student's parent or guardian. Changes requested by any other person will not be permitted.

Phone calls for transportation changes are not acceptable. All requests must be in writing and in the office by 3:00 p.m.

BUS TRANSPORTATION INFORMATION

Transporting students to and from school safely each day requires a TEAM effort by students, parents, the Hamilton staff, and the transportation department. The following questions and answers may assist parents and students in understanding their roles in helping accomplish this goal.

Parent Responsibilities

What are the parent's responsibilities?

- Have your child at the bus stop five minutes prior to scheduled pick-up time (ideally 10-15 minutes earlier the first few days of school until routes have been established).
- Teach your child their full name, home address, and telephone number where an adult family member may be contacted in an emergency.
- Review the school bus safety rules with your child as outlined in the District Student Code of Conduct.
- If possible, accompany your elementary aged child(ren) to the bus stop. This is strongly suggested for younger elementary students.
- Remind students to watch for siblings at bus loading or unloading time. Encourage them to notify the bus driver of any concerns, such as a sibling not loading the bus or getting off at the wrong stop.

What is the parent's responsibility at drop off time?

- In the event you are unable to be home when your child arrives, arrange an alternate plan with your child: where to go, a hidden key, talk to a neighbor, etc. Careful planning for the unexpected can greatly reduce your child's anxieties!
- If possible, be at the bus stop five minutes before the bus is scheduled to drop off your elementary aged child(ren).

What if my child needs to get off at a stop other than his/her regularly assigned stop?

- NOTIFY THE SCHOOL IN WRITING of any change needed in your child's transportation before 3:00 p.m. This will ensure sufficient time for communication of the change to the appropriate parties.
- The consistency of your child's stop location can eliminate the possibility of miscommunication and the potential of a hazardous situation.

What if my child needs to ride a bus other than his/her regularly assigned bus?

- Bus changes are only allowed for emergency situation or for a change in residence or day care. Students will not be allowed to change buses for after-school activities such as Girl Scouts, Boy Scouts, going to a friend's house, etc.
- NOTIFY THE SCHOOL IN WRITING of any change needed in your child's transportation before 3:00 pm. This will ensure sufficient time for communication of the change to the appropriate parties.

Student Responsibilities

What behavior is expected of a student while riding the school bus?

- All students are expected to follow the bus safety rules for their own safety and the safety of others.

How will safety infractions be handled?

- The bus driver will discuss the safety infraction with the student.
- The driver may elect to report the safety infraction to the campus using a Bus Safety Notice.

- In accordance with the District's Student Code of Conduct, the campus implements disciplinary action.

Thank you for teaming with us to keep our children safe!

Bus Rules

1. Listen and follow driver instructions.
2. Sit properly with your hands and feet to yourself and belongings in your lap.
3. Talk quietly, using courteous language.
4. No eating or drinking allowed.
5. Driver is authorized to assign seats.

ATTENDANCE

Attendance Office Phone Number: 281-320-7051

Your child's attendance at school is very important. However, if absences are necessary, please keep in close contact with your child's homeroom teacher and the attendance secretary. Students are required to provide a note from a parent or guardian for each absence within three days of the absence or consecutive absences. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not bring a note for being absent, the absence is considered unexcused.

Class attendance is taken at 9:51 a.m. Students not present at that time will be marked absent for the entire day. A student shall be excused for temporary absence resulting from visits to health care professionals if the student leaves classes or returns to school on the same day of the appointment. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. The student **must** provide a note from the health care professional to the attendance office upon his/her return.

MAKE-UP WORK DUE TO ABSENCES

Doing classwork and homework is crucial for academic progress, so students are given the opportunity to complete make-up work for all absences. They will be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, teachers will grant students additional time to do their make-up work. Students who fail to make up all of the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period of time (*four days or more*), parents may make arrangements to obtain the missed work. Call the school at least 24 hours prior to picking up the missed assignments so that the make-up work can be in the front office beginning the fourth day of absence. **Per district policy, make up work is not provided prior to absences.**

EARLY RELEASE OF CHILDREN TO PARENTS AND GUARDIANS

In order to protect your children, we have a very firm policy regarding early release of students. For the student's protection, the following procedure will be used in the event you must pick up your child before regular dismissal:

1. The parent must send a note notifying the child's teacher that he/she will be picked up early. Phone calls will not be permitted for transportation changes or early release requests. **All requests must be in writing and in the office by 3:00 p.m.** Please include in the note the date, time, and reason for the early release. The student will take the note to the front office and receive an early release pass/sticker.
2. Your child will meet you in the front office and you will need to sign him/her out. **All persons, including parents, must show a picture ID to school personnel when requesting the release of a student. Do not go into the classroom, cafeteria, onto the playground or any other area of the school to get your child.**
3. Brothers, sisters, aunts, uncles, grandparents, friends, etc will not be allowed to pick up a child **unless we have written permission from the parent AND they are designated on the emergency release form. Picture ID must be shown.**
4. Please do not plan to pick up children early for extra curricular activities. Your child's education is very important, so we ask that you do not take your child out of school before the end of the day. Students miss valuable instructional time when they leave early.

Under normal circumstances, either parent of a student will be allowed to take the student from school. If parents are separated or divorced, the school will release the student to either parent of record. In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian. The school should have a certified copy of the guardianship order. It is the responsibility of the parent/guardian to furnish a copy of the most current court order or divorce decree to the school.

PARENTS OUT OF TOWN

If both parents are out of town and the child is staying with a friend or relative, we must have the names and telephone numbers of the adults taking care of your child in your absence. Names and telephone numbers must be in writing. It is imperative that we have this information to assist with transportation arrangements and in the event that a medical problem arises while parents are away.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is important to keep address and phone numbers on your Emergency Information Form up to date at all times. This is our only source of notifying you in case of illness or emergency. You may notify us of changes by sending a note with your child. If your address changes, you must show proof of residency to verify the address change.

VISITATION AT SCHOOL

Please note, we have a visitor check-in system which requires all visitors, volunteers, and guests to show a valid driver's license or state identification upon entering the school.

All parents and visitors must sign in when they arrive on campus and sign out when they leave. Visitors must wear a visitor badge at all times. Parents are welcome to observe in their child's classroom at appropriate times. It is important that we do

everything possible to maintain maximum learning time with few interruptions and distractions. For this reason, you should:

- Contact the teacher and call the AP at least one day in advance to schedule your visit.
- Sign in at the office and wear a visitor's tag.
- Sit at the back of the class or where the teacher directs you.
- Get in touch with the teacher at a later time if you have questions or comments. His/her full attention must be with the children during class time.
- Not visit with the students or the teacher during class.
- Make other arrangements for your pre-school child/children.
- Observe no longer than twenty to thirty minutes in the classroom.

Visitors will not be permitted during testing (TAKS, Benchmarks, etc) days. Please check your Lion's Lines or Hamilton's web site for testing dates.

MEDICATION POLICY

*Questions regarding the medication policy may be directed to the **school nurse at 281-320-7056.***

Cypress-Fairbanks I.S.D. policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions.

1. The school has received a written request to administer medication from the parent or legal guardian or other person having legal control of the student.
2. Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the United States.
3. Non-prescription medication shall be in the original container labeled as to content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
4. Students are not allowed to have any medication, including cough drops, in their possession during the school day or at school-related activities. See #5 regarding guidelines for emergency medications.
5. For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian, or other adult shall pick up the medication at the clinic. A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
6. Students are not allowed to share any medication with another student.
7. In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

CAFETERIA SERVICES

Cafeteria phone number: 281-320-7058

Hot nutritious meals and lunchables are served daily in the school cafeteria. Each student will be assigned a personal identification number (PIN). The current money balance in the student's meal account will be shown on the computer or Point of Sale (POS) screen. In order to activate an account, early morning collection will be available at the cafeteria daily. Cash or checks will be accepted for deposits. Payment into an account can be for one or more meals. Food Service encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling. A student may purchase one dessert item, as well as meals unless the cafeteria is notified by a parent. The POS system allows an account to be blocked for dessert purchases, should parents desire. The cafeteria charges the following prices for meals:

Student Breakfast	\$0.95	Adult Breakfast	\$1.20
Student Lunch & Drink	\$1.65	Adult Lunch & Drink	\$2.15

Dessert items may be purchased, and range in price from \$0.35 to \$0.50

EMERGENCY LUNCH ACCOUNT

We urge you to deposit money in your child's account for a week of lunches to be used when your child forgets or loses his/her money or lunch kit. Deposits to accounts will be made beginning at 8:30 every morning in the cafeteria. All unused lunch account money will be carried over to the next year.

Lunch will be served on the following schedule:

Kindergarten/PPCD	12:45-1:15
First Grade	1:15-1:45
Second Grade	12:15-12:45
Third Grade	11:15-11:45
Fourth Grade	11:45-12:15
Fifth Grade	10:45-11:15

Any parents wishing to have lunch with their child **must** sign in at the office, show picture ID, and wear a visitor's nametag. **In addition, we will check emergency forms to make sure that any guest visiting for lunch is on the student's emergency form or has prior written permission from the parent/guardian.**

There is a designated visitors' table for you to eat with your child. You are welcome to bring lunch for your child if you are eating with him/her that day. Bringing lunches or other food for other students is not permitted by state guidelines. Five minutes before lunch is over, teachers will signal to students to return to their assigned table. Parents are asked to exit the cafeteria at this time.

LUNCH DELIVERY

Parents wishing to drop off a hot lunch for their children will need to check in, get a visitor's badge, and meet their child in the cafeteria. Our office staff cannot be responsible for delivering lunches in a timely manner. If a student forgets his or her lunch, they may check in the front office on the way to the cafeteria or simply purchase

a tray from the cafeteria. Please maintain a balance in your child's account so that he or she can purchase a lunch when needed.

FOOD GUIDELINES

There are two sets of state guidelines that govern distribution/access to foods and types of foods allowed for children at school, FMNV and Competitive Foods. We are allowed three days of exemptions, which we take on the dates of our Winter and Valentines' Day parties and on Fifth Grade Celebration Day.

FMNV

According to these guidelines, an elementary campus may not provide access to Foods of Minimal Nutritional Value to students anywhere on campus during the school day. This does not pertain to food items served as part of the National School Breakfast and Lunch Program.

COMPETITIVE FOODS

Under these guidelines, parents, teachers, and others are prohibited from serving any food or beverage to students, including cupcakes or cookies, during the breakfast or lunch periods. However, a parent may provide food or beverages for his/her own child's consumption.

RECESS

Hamilton Students have 30 minutes in their schedules devoted to recess. This is a combination of outdoor recess and read aloud. For inclement weather, students in upper grades can bring playing cards, dominoes, board games, or books to use during this time. **Electronic games of any kind are not permitted at school.**

STRUCTURED RECESS

In accordance with Texas Education Code TEC, Section 28.002, a student enrolled in kindergarten or grades 1-6 in an elementary school setting is required to participate in a minimum of 30 minutes per day or a minimum of 135 minutes per week of structured physical activity. Since PE classes at Hamilton average out to 125 minutes per week for each grade level, students participate in a "structured activity" on Tuesdays and Thursdays during the first few minutes of recess to satisfy this requirement. Students are required to walk or run a lap around the track before beginning their free time. This generally takes around five minutes per day.

We all know that recess is important to children, but we must also acknowledge that the health and physical fitness of our children is of utmost importance and concern to all of us. Exercising with friends is always more fun than trying to workout alone. Children recognize this opportunity and make the most of this time by completing their lap with friends.

PARENTS ON THE PLAYGROUND

Monitoring one to two hundred children on a playground is no easy task. As one might imagine, it is even more difficult for the teachers to monitor the playground when there are additional persons/parents on the playground. In addition, our students have been instructed to follow age appropriate safety rules when using the playground equipment.

It is hard to enforce the guidelines when another adult is allowing a child and his/her friends to break those rules.

Please remember that safety is a primary focus and the school must have stricter safety rules when monitoring a large group of students than when a child has one-on-one supervision. For these reasons, we ask that parents not accompany their children to the playground during the school day. Additionally, please do not park your car in order to watch your child or to take pictures of him or her at play. While this might seem like a good moment to observe your child interacting with others, it causes undue alarm for school personnel. Thank you for adhering to this policy.

DELIVERIES MADE BY PARENTS

In order to protect the instructional environment of our classrooms and to maximize instructional time, we try limiting the number of classroom interruptions during the school day. For this reason, deliveries are not made to the teacher's classroom but are put into the teacher's mailbox. Please be aware that teachers normally check their mailboxes before school, at lunch/conference periods, and after school. Due to early conference periods, meetings during conference times, special events, etc., items placed in mailboxes may not get to the teacher until after students are loaded on buses in the afternoon. We do not have personnel designated to make deliveries during the instructional day. Additionally, we do not allow parents to hand deliver items to children in the classroom. Due to the open concept atmosphere, we have found this to be disruptive within the classroom. The forgotten items can simply be sent with your child the next day. Parents who consistently follow this procedure can give testimonials about how quickly children learn to assume responsibility. Thank you in advance for making sure that your child has all essentials prior to leaving home in the morning.

FORGOTTEN ITEMS AFTER SCHOOL

Please note that in the name of safety, doors are locked at the close of the school day. Although we recognize that children forget items at school from time to time, we do not have personnel available after school hours to escort students or parents to and from the instructional area to retrieve these items. We appreciate your help in keeping our school a safe place for your children!

LOST AND FOUND

Every year many lunch kits, coats, sweaters, jackets, etc., are turned in to Lost and Found. In order to help us return lost items to the owner, we recommend that parents label all outer articles of clothing, as well as lunch kits and backpacks. Hamilton's Lost and Found is located in the cafeteria beside the stage. Unclaimed items will be donated to a charitable organization.

PARENT/TEACHER COMMUNICATION

It is our goal to establish and maintain effective communication with parents at all time.

Our Curriculum Nights will be held at the following times.

Kindergarten and PPCD	Tuesday, September 8,	5:30-6:30
1st grade	Monday, September 14,	5:30-6:30
2nd Grade and Life Skills	Monday, August 31,	5:30-6:30

3rd Grade	Monday, August 31,	7:00-8:00
4th Grade	Tuesday, September 8,	7:00-8:00
5th Grade	Monday, September 14,	7:00-8:00

We will convene in the cafeteria for a short meeting and then release all parents to the classroom areas. You will have an opportunity to meet your child's teachers and receive information regarding the goals and objectives of each class.

October 12, 2009 has been designated for **individual parent/teacher conferences**. Parents are encouraged to make every effort to attend this conference. Scheduling conferences throughout the year may be arranged with the teacher by sending a note with your child to the teacher or by calling the front office. The teacher will be notified that you called. The teacher will then return your call within 48 hours to arrange a conference. **Teachers are unable to use class time for conferences or phone calls.**

Each week students will bring home **folders or communication cards**. Please check for teacher feedback regarding schoolwork and work habits. We ask that parents sign the folders or communication cards and that students return them to the teacher. If at any time we feel a parent needs to be notified other than under the circumstances stated above, we will call or send a notice. Please feel free to call and set up a conference with the teacher about any concerns you may have.

Lion's Lines, our school newsletter will be sent home electronically on the first and third Monday of each month. It contains weekly information on your child's activities at school, upcoming events and deadlines. This is our main line of communication between school and home. Please take time to read the newsletter. Previous issues of the Lion's Lines can be found on our campus district web page at www.cfisd.net.

Our district, campus, and staff websites also have information for parents. The campus and district information can be found at www.cfisd.net. Click on campus info, then Hamilton Elementary. Additionally, all teachers and administrators have websites at www.teacherweb.com. Locate our state, our campus, and then find the staff member you need. You can find a yearly calendar on this website under Principal.

Each teacher has a conference/planning period during the day. These times are:

PPCD	11:55-12:45
Kindergarten	10:50-11:40
1st Grade	9:00-9:50
2nd Grade	9:55-10:45
3rd Grade	1:55-2:45
4th Grade	2:50-3:40
5th Grade	1:00-1:50
Large Group	11:45-12:35

The telephones in the building are business phones and may be used by students only on an emergency basis. Students will not be permitted to call if homework is forgotten. Plans for after school should be made in the morning before your child leaves home. In an emergency situation, messages will be relayed through the Assistant Principal to your child.

If a parent wishes to talk with a teacher, the message will be placed in the teacher's mailbox by the receptionist and a return call will be made within 48 hours.

STUDENT EVALUATION

Teachers use a variety of activities during a nine-week period to assess student learning. Assessment grades are collected in the following ways:

- Oral presentation
- Projects and products
- Narrative/response writing
- Group participation
- Portfolios
- Independent learning skills
- Objective tests
- Homework
- Journals and logs

NINE WEEK GRADING PERIODS

Beginning with the 2009-2010 school year, grade reports will be issued every nine weeks for elementary students. Progress reports will be issued for all students (K-5) after the fourth week of the grading period. Student achievement in the mastery of grade level Texas Essential Knowledge and Skills (TEKS) will be reported to parents through the report card each nine weeks.

The nine week grading period will:

- provide more time to collect data on students
- provide more time between progress reports and report cards to improve grades
- better reflect accurate student progress
- provide more time for interventions and student growth in mastering concepts
- provide more time for teachers to communicate with parents
- provide a greater opportunity to master learning objectives

PROGRESS REPORTS

Progress Reports are sent home for all students each grading period. The dates they will be sent are September 21, November 30, February 16, and April 26. The progress report should be signed and returned to the school immediately.

REPORT CARDS

The school uses a computerized report card system. Report cards will be sent home on October 29, January 25, April 5, and June 2. When you receive your child's report card, please examine it closely. After signing the report card, please return the signed section to the homeroom teacher. Parents of second through fifth graders are encouraged to use the Parent Internet Viewer system to stay current of their child's grades throughout the marking period.

TUTORIALS

The school offers in class tutorial sessions for children in grades 2-5 receiving a "D" or "F" in any core subject area on the report card or for those students in danger of failing

or working below grade level. This includes tutorials during the day by the classroom teacher or other personnel.

PARENT INTERNET VIEWER

Our district offers every parent the opportunity to monitor his or her child's grades throughout the marking period using the Parent Internet Viewer System. We encourage parents to stay informed and up to date regarding their child's progress. Parents who are new to the school or who have forgotten their password can request another one in writing.

GRADE LEVEL PROMOTION STANDARDS

Students who meet the academic standards for promotion may not be retained by the school or the parent.

To be promoted at the end of kindergarten and first grade, a student must be working on level and earn an end of year grade of satisfactory in reading, language arts, and mathematics. Students meeting these criteria will be promoted to the next grade level at the end of the year.

To be promoted at the end of grades 2-5, a student must be working on level and earn an end of year grade average of at least 70 in language arts, mathematics, science, and social studies. Students meeting these criteria will be promoted to the next grade level at the end of the year.

In accordance with TEA's Student Success Initiative (SSI), **fifth graders** must pass the state reading and math assessments (TAKS) to be promoted to sixth grade. Additional information about this requirement is posted on the district and campus web sites.

HOMEWORK

Homework is a way to reinforce skills taught in class and to teach children proper study habits and responsibility. We recognize that from time to time, homework may be forgotten at home or not completed within timelines. Each grade level has a set of homework guidelines in place which cover these contingencies. There are natural consequences which will be implemented for late homework that is grade level and age appropriate. We ask that you help us teach your children that homework is ultimately the child's responsibility – not the parent's. Establish homework routines at home which include placing the homework assignment in the backpack as soon as the assignment is completed. This will ensure that it is in its proper place before leaving for school.

Homework will be assigned as appropriate by grade level. These assignments will be noted by the students on their weekly communication cards or Agenda notebooks.

We strongly encourage that the students read nightly because the continual practice of reading helps in all subject areas. We also encourage students to practice math facts on a daily basis.

Forgotten homework delivered to the school by the parent will be placed in the teacher's box for pick up.

STUDENT SUPPLIES

Students are asked to purchase school supplies from the Hamilton school supply list for their specific grade levels. Some of the materials are kept by students and some are pooled to be used collectively. Please replenish consumable supplies as needed. Each May the PTO sponsors a school supply sale for your convenience. Watch the *Lion's Lines* for the school supply order form.

TEXTBOOKS AND LIBRARY BOOKS

Students have full responsibility for textbooks and library books issued to them. State approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully. Issued textbooks must be covered at all times by the student. Students who are issued a damaged book should make a report to the teacher. Any student failing to return a textbook issued by the school shall not be issued any additional textbooks until the book is paid for or returned. Any damaged or lost library book must be paid for before a student can check out another one. Refunds will be made if books are found and returned by the last day of school.

INTERNET ACCESSIBILITY

All students must have documented parental permission to access the internet at school. Teachers may include internet presentations during class instruction without parental permission. Any unauthorized use of the internet will be subject to disciplinary action and parents will be notified.

STUDENT CONDUCT

Responsible citizenship, like academic achievement, is a developmental process which requires time and practice to master. Student conduct will be evaluated for each subject and noted on the weekly communication card and the report card to reflect the following criteria:

The student should:

- Conform to classroom and school conduct rules
- Exhibit respect for adults and peers
- Exhibit respect for property of others
- Cooperate with adults and peers
- Exhibit self discipline

Teachers and administrators work diligently to nurture the value of "good citizenship" in students. Parents will be notified of behavior problems if they arise and will be encouraged to participate as partners in a corrective plan of action.

We teach and practice these skills for success:

- How to follow instructions
- How to get the teacher's attention
- How to disagree appropriately
- How to accept "NO" for an answer
- How to make an apology
- How to greet someone
- How to make a request and ask permission

Many options are available to school faculties in dealing with disruptive and inappropriate student behavior. These include removing privileges, supervised isolation,

and in rare instances, suspension from school. Teachers are encouraged to contact the parent or guardian to apprise them of any problem of a significant nature so that the home and school can work cooperatively to bring about acceptable behavior.

STUDENT DRESS CODE

Every effort will be made to contact a child's parent if he or she is out of compliance with the CFISD dress code. We will request that a change of clothes be brought to school so that the student can return to class. Specifically, shorts and skirts must be at least mid-thigh level, spaghetti straps are not allowed, and midriffs should not show when arms are raised. Although flip flops and sandals are not disallowed, students are required to wear appropriate footwear for PE. In rare or extreme cases, the student may have to complete his or her assignments in the office.

PLEASE REFER TO THE CY-FAIR STUDENT CODE OF CONDUCT FOR A DETAILED EXPLANATION OF STUDENT EXPECTATIONS REGARDING BEHAVIOR AND DISCIPLINE.

AFTER SCHOOL ACTIVITIES AT HAMILTON

Students participating in after school activities that meet at Hamilton Elementary will be asked to wait to report to their designated area until all bus numbers have been announced, approximately 4:00 p.m. All groups wishing to use the building must go through the proper channels to have this approved at the district level. The campus secretary can assist group leaders with this.

PARTIES

There are two seasonal school parties allowed each year in elementary school. At Hamilton, these parties will be held December 18th and February 12th. PTO volunteers organize and plan the parties. Party favors, activities, and treats are standardized at each grade level. Therefore, individual parents may not provide favors or gifts for students. End of the year celebrations are not permitted. PTO volunteers and Hamilton staff plan a special day for our fifth graders who will be entering middle school the following year.

STUDENT BIRTHDAY RECOGNITION

Due to state guidelines (FMNV, competitive foods), parents are not permitted to bring cookies or cupcakes (or any other food or drink) to the school to share with classmates. Parents are welcome to join their child for lunch on their birthday or any other day of the school year, excluding the last two days of school. Balloons, drinks, flowers, etc. will not be allowed. All other celebrations should take place outside of school. Individual party invitations to private, non-school sponsored parties may not be delivered at school. We recognize student birthdays by inviting them to assist with saying the Pledge of Allegiance, presenting them with a certificate and giving them a pencil.

STAFF RECOGNITION

Student or parent-organized parties for staff members (baby showers, weddings, retirements, or birthdays) are not permitted during the school day. We encourage notes, letters, or well-wishes to be given to the staff member instead.

PARKING

Please park in designated, non-reserved parking spaces. If you must park on the road, only park on the side across from the school. Ample space must be available on the roadway in the event that an emergency vehicle is needed. We need to keep the roadway clear so that traffic can flow smoothly at all times. Signs are posted along the street designated the “no parking” lanes. Please do not park alongside red or yellow curbs as these are fire lanes and bus loading zones. We do have half-day students who are bused in and out during the school day. **The reserved spaces are for the building administrators only.** Designated handicap parking areas should only be utilized by those persons displaying a handicap parking permit or license plate. **Unauthorized vehicles may be ticketed if parked in these spaces without a permit.**

PARENT TEACHER ORGANIZATION

We feel extremely fortunate to have a strong, supportive, enthusiastic PTO at Hamilton. There are many activities throughout the year sponsored by our PTO. We thrive on the attitude that parents and staff working together can bring about the best possible learning environment for our students and school.

The PTO sponsors fundraising activities and various cultural arts events. In addition, the PTO organizes the school supply and spirit items sales.

The membership drive for the Hamilton PTO will take place in August/September. We encourage all families to join and volunteer through this fine organization.

PTO 2009-2010 BOARD

President	Lynda O'Donnell
Treasurer	Michelle Chauviere
Secretary	Linda Ruonavaara
Membership	Stephanie Conrey
Vol. Coord.	Cathy Melancon, Julia Meyers
Communications	Kerry Wood, Laura Turcotte
Cultural Arts	Holly Garcia
Fundraising	

ADDITIONAL INFORMATION

If you have questions about any of the following topics or other topics not covered in this handbook, please refer to the CFISD “Student Handbook and Code of Conduct” for a detailed explanation. If concerns have arisen that are not addressed in either place, or are specific to our campus, please contact the appropriate grade level assistant principal.