

# HAMPTON ELEMENTARY

## *PARENT – STUDENT HANDBOOK*

**2017 – 2018 SCHOOL YEAR**

*“A Quality Education for All Where Learning is Fun and Fun is Learning”*



Hampton Elementary School  
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<http://www.bradfordschools.org/schools/hampton-elementary-school/>  
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## ***Attendance and Absences***

Florida Law requires all children between the ages of six (6) and eighteen (18) to attend school regularly. We encourage you to monitor your child's absences through interim reports and report cards. If you are in doubt of how many absences your child may have, please come in to the front office to verify their attendance.

Upon the fifth (5<sup>th</sup>) unexcused absence during a nine (9)-week period, the maximum grade value the student will receive is a 59 (F), or for kindergarten a letter grade of U. **Students can be retained based on excessive absences, not as a punishment to them, but, as a reminder that each day missed equals a lesson or concept missed.** These concepts are required to be mastered before a promotion can be awarded.

**Please note that only ten (10) parent notes/excused days are allowed for the entire school year to be considered excused absences.** It is recommended that students do not exceed five (5) per semester, except as approved by the principal/designee.

### **Divorced and Separated Couples**

The school is required by law to prevent an estranged parent from picking up their child if there is a court order that specifically states that the parent may not have child. A court decree of divorce awarding primary residence is NOT enough to keep the other parent from checking out your child.

### **Excused Absences**

Absences can be excused for these reasons with appropriate documentation:

Doctor's Appointment

Death of a family member

Religious commitment

Illness

Family emergency

Please note that family vacations are considered unexcused absences unless prior approval is granted by the principal/designee. Parents are encouraged to arrange

doctor, dentist, orthodontist and other appointments so that they do not interfere with school attendance.

**Please refer to the Student Code of Conduct for further explanations.**

If you receive a notification that your child has excessive absences, please set up an appointment to discuss how together we can help your child attend school and follow the attendance policy.

If your child has a chronic medical condition that may lead to his/her absence on a regular basis, a doctor's statement is required.

Please send a note with your child upon arrival to school the day after your child's absence explaining the reason your child was not in school the previous day. If we do not receive a note from you within 72 hours (3) days the absence(s) will be marked unexcused.

### **Early Departure**

If your child must leave school before the regular dismissal time, you or another previously designated adult must sign the student out. **Early checkouts are allowed up to 1:45. After 1:45, the front office will not accept early checkouts.** Please have your identification with you. Teachers are not allowed to release students to you directly from the classroom or playground.

### **Tardiness**

The first bell rings at 7:35 a.m. and **the second bell rings at 7:40 a.m.** After the second tardy bell rings, any student who is not in the classroom is required to go to the front office to receive a tardy slip before going to class.

**When a student arrives late, he/she has already started the day behind in class.** They miss morning announcements, directions and concepts presented for that subject area.

**Students who are brought to school late should be accompanied into the office by their parent/guardian.**

## ***Planners and Folders***

Planners help the parent and teacher communicate between home and school throughout the school year. Please sign your child's planner daily and send the planner back to school. If you have any questions, this is another form of communication between you and the teacher. Forms and flyers notifying parents of activities taking place at school and in the community will be going home all year, also.

Please take the time to check your child's planner and folders so you can be informed of what's going on not only school wide, but in your child's classroom. Planners are \$5.00 if they need to be replaced. **Thank you for helping to keep the communication lines between home and school open by checking your child's planner daily.**

## ***Birthdays***

We know that many of you would like to celebrate your child's birthday with their class. Please check with your child's teacher ahead of time to see what would be an appropriate way to celebrate their special day in the classroom. **Gifts, flowers, and balloons are not encouraged and should be kept at home.**

## ***Bus Service***

If you have any questions concerning which bus your child will ride if they are a bus rider, please call the bus barn at **(904)-966-6735**. They will also be able to help you with bus stop locations and pickup times.

## ***Bus Conduct***

Please remind your children that you expect them to follow bus rules and to be well behaved while on the bus at all times. Following the bus driver's instructions and rules is an expectation that will be followed. Student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. HES students who ride the bus

are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behaves in a manner adversely affecting an individual or any property on the bus itself will be disciplined. *Student are dropped off and picked up in the front of the school.*

**Please refer to the Code of Conduct for the process and consequences regarding misbehaving on the bus.**

### **Student Conduct**

Florida law 1003.44 states that a student has the right not to participate in reciting the pledge.

### ***Food and Drinks***

Students are not to bring food and drinks on to campus in the morning. Food and drinks are not allowed on the buses and they are not allowed on the sidewalks. If your child is brought to school, please have them finish their breakfast in the vehicle before entering the school gates and make sure they enter class on time. Students are not to eat or drink any items on the sidewalks/hallway before school.

Lunchboxes are allowed, but the food in the lunchbox is to be eaten at lunch in the cafeteria.

***Snacks will be determined by the teacher as to when the student will be allowed to eat snacks and what snacks will be allowed in the classroom. We encourage healthy snacks and drinks. SOFT DRINKS ARE NOT ALLOWED FOR A SNACK.***

### ***Parking and Loading***

Please follow the traffic pattern when entering the gates to Hampton Elementary. Your child is to stay in your vehicle until getting to the front of the school where they will be met by a safety patrol. Please refrain from being on your cell phone at this time so that you can be aware of the safety of your child and the safety of the other children. Please do not impede the flow of traffic by sitting more than thirty (30) seconds. **PLEASE DROP AND GO!!!**

**Car drop off and pick up is on the side street by the cafeteria. Parents need to travel east on SE 109<sup>th</sup> street/Meng Dairy Road, south on SE 49<sup>th</sup> Avenue and west on the side street by the cafeteria. Additional parking is available in front of the cafeteria, the grassy area that's fenced in.**

## ***Cafeteria***

Children need to eat a healthy breakfast and lunch in order to learn. Lunches may be brought to school for your child. However, you will need to sign in, get a pass and deliver the lunch to your child in the front office or cafeteria. We will allow a phone call if a lunch box has been left at home. However, if this becomes a habit, we will have the child get a lunch in the cafeteria. Lunches may be brought in from area restaurants by the parents. However, we will not allow the students to call the parent to place an order. All of this needs to be taken care of ahead of time before coming to school. Again, any food deliveries will be made by the parents to the office or cafeteria after signing in and getting a pass.

**Students are strongly encouraged not to bring carbonated beverages or sports drinks to school to go along with their lunch or any other time during the school day. Energy drinks are prohibited as per the Bradford County School District Student Code of Conduct.**

## ***STUDENT HOURS***

Supervision for students begins at 7:00 A.M. Please do not bring students to school before 7:00 A.M. In order to ensure your child's safety, your child will need to stay in your car until this time. Students are not allowed to be dropped off early and sit on the benches.

## **DAILY SCHEDULE**

- 7:00 a.m. Support Staff reports to school
- 7:00 a.m. Students drop off and breakfast
- 7:30 a.m. Breakfast over
- 7:30 a.m. Faculty reports to school
- 7:35 a.m. (First Bell) Students report to their classroom
- 7:40 a.m. (Tardy Bell) Morning Announcements, Class begins
- 2:00 p.m. Students pack up and begin to walk to the buses with their teachers and then to parent pick-up.
- 2:10 p.m. End of school bell
- 2:30 p.m. Support Staff departs
- 3:00 p.m. Faculty Departs

## **Teacher Hours**

The school day begins at 7:30 a.m. and ends at 3:00 p.m. for teachers. It is important that parents feel free to schedule conferences with your child's teacher. If you would like to make an appointment, please call the school at **(352) 468-1212**. **You can also request a conference through your child's planner.**

## **Early Release Days**

Please note the early release days indicated on the school calendar. The teachers may also remind you in your child's planner, so please check the planner.

***Early Release Dismissal Time: 12:10 P.M.***

## ***Emergency Dismissals***

Every year our school sends home a locator card requesting your contact information. **Be sure to update this information if your phone number changes.** It is your responsibility to keep the office informed if your phone number changes. We will also ask you to provide the telephone numbers of trusted relatives, neighbors and friends that we can call if we are unable to reach you.

This information is important in case your child gets sick or hurt at school and we need to reach you immediately. Unfortunately, rescue may need to be called and we need to inform you of what has happened to your child and where he/she is being transported.

## ***Field Trips***

Classroom teachers will send home permission slips prior to any field trip. The permission slip must be filled in completely and signed by the parent/guardian. Also, students must have their Emergency Medical Information form completed and turned in to their child's teacher in order to participate in the field trip.

No siblings or other children are allowed on school field trips.

Students with two (2) or more discipline referrals per semester may be required to have a parent accompany the student on an educational field trip. Three referrals per semester will result in the student not being allowed to participate in field trips.

Exceptions may be granted for E.S.E. students. All exceptions will require a written explanation by the teacher.

A bus suspension counts as a referral. Non-suspension bus referrals do not count as a referral as it pertains to this policy.

**Parents/Guardians or other relatives must complete a School Volunteer Application and receive approval before they will be able to accompany any student on a field trip.**



## ***Fire Drill and Tornado Drills***

Students will participate in fire drills and tornado drills periodically during the year. A fire drill will be conducted within the first ten (10) days of school. Fire drills will be conducted once a month and tornado drills once a semester. During this time, no early checkouts will be allowed.

## ***Homework***

Homework assignments are given for reinforcing what has been taught in the classroom and extra practice for a skill that your child may be learning in class. Your support and encouragement will help your child with the responsibility of completing and returning the homework to school the next day. Please work with your child on the homework if he/she needs help while encouraging the child to work on some of their homework by themselves to foster independence. After the homework is completed, remind your child to put it in their homework folder and then their backpack so it will be ready to bring to school the next day.

Homework assignments are assigned by the individual teacher and it is up to her what homework assignments are given. **Please look in your child's planner/agenda daily for the homework assignment given by your child's teacher.**

## ***Illness***

If a student is too ill to remain at school, a parent/guardian or designated person will be notified. If a student has a fever greater than 100 or vomiting, he/she will be sent home. Parents should keep the school informed as to how you can be located in case of an emergency. **It is very important that we have a current phone number listed in our office, to contact you.** If you change residence and /or telephone numbers, please notify the front office. You can also notify your child's teacher by writing your new number in your child's **planner**.

**Students must be free from fever, vomiting or diarrhea for 24 hours prior to returning to school.**

### **Communicable Disease**

Students having or suspected of having a communicable disease or infestation which can be transmitted to others are to be excluded from school and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer contagious, as per the Bradford County Health Department.

### **Head Lice Control**

Students with a confirmed case of live head lice will be allowed two (2) days of excused absences for treatment. Nits and dead lice will not prevent students from attending school.

### ***Inclement Weather***

There are times when we don't know if school will be in session due to weather conditions that would cause safety concerns. The district will announce schools staying open or school closures through our local radio station WEAG 106.3 and if possible through a phone call via Parent Link (Phone Message) to inform family members of the status of the schools. **IN ORDER TO RECEIVE A PHONE CALL VIA PARENT LINK, WE MUST HAVE YOUR CORRECT PHONE NUMBERS.**

As a precaution, since Florida stands in the path of many hurricanes, we encourage family members to discuss safety procedures at home with your children. Think about arrangements with friends, family members and neighbors and discuss this with your child ahead of time in case of an emergency.

### ***Insurance***

#### **Rural Partnership for Healthy Kids**

The Rural Partnership for Healthy Kids, funded through a cooperative agreement with the Center for Medicare and Medicaid Services (CMS), seeks to connect

children and families in small, rural communities with affordable health insurance coverage. Rural Partnership for Healthy Kids offers free or low-cost health insurance for kids and teens. Children can get regular check-ups, immunizations, doctor and dentist visits, hospital care, mental health services, prescriptions and more. Call Christopher Robinson If you have any questions- **904-772-4479** or Email **[Robinsonc@nefec.org](mailto:Robinsonc@nefec.org)** with any questions or for sign-ups. See attached ***Communities in School of Bradford County Referral Form on last page.***

### ***Lost and Found***

Dozens of items are “found” each week, especially on the playground, which cannot be identified and returned to their owners. Please mark all lunch bags, backpacks and jackets with your child’s name. Unclaimed items will be donated to a worthy cause two or three times a year. A “last chance” announcement will be made on the Morning Announcements before the donation is made.

### ***Medications- Please refer to the Student Code of Conduct***

To administer a prescription or non-prescription medication to your child, we must have an “Authorization for Medication/Treatment” form properly executed to school administration if their student requires medication or treatment to be given during the school day. Only parents, guardians, or designated adult will be responsible for delivery and retrieval of medications to the school nurse/health designee. ***Cough drops are not a medication.*** No medications are to be transported via the school bus system. ***All medications to be administered by school personnel shall be received and stored in the ORIGINAL container.***

### ***Volunteer Service***

Parents and other adults are encouraged to become partners in the school learning experience of children. We strive to keep our students safe while they are on our campus, so **all visitors and volunteers must sign in/out at the office**

**and must wear a visitor badge while on campus.** We do this for the safety and security of our students. Volunteer forms will be sent home at the beginning of the school year. Parents planning to attend classroom activities and field trips must complete a volunteer form. **NO** younger siblings are allowed to participate or attend classroom activities or on Field Trips. **VOLUNTEERS WILL BE APPROVED BY THE SCHOOL BOARD. STATE LAW** requires all volunteers to have a form on file.

### ***Parent –Teacher Conferences and Progress Reports***

There are four progress report periods and the final report card at Hampton Elementary. Please refer to the 2017-2018 School Calendar to see when to expect Interim Progress Reports and Reports Cards. Anytime the teacher has a concern about your child's progress, they will be contacting you to schedule a parent-teacher conference. This usually concerns a sudden grade drop in a subject or a concern with behavior. Report cards are available for the end of the year to be picked up in the front office during the summer.

Please help us keep the communication lines open and active between school and home. If you have any concerns or questions at all, please do not hesitate to contact your child's teacher.

Parents are asked to schedule teacher conferences during planning times and between 2:15 P.M. and 3:00 P.M. in the afternoon with **twenty-four (24) hour advance notice.** Please limit teacher conferences in the morning. These conversations can delay the start of the instructional day. Parents who have a teacher conference after school are responsible for their children.

### ***Textbooks***

Students will be issued textbooks and will be responsible for them throughout the school year. The school will not assume responsibility for the replacement of lost books. Reimbursement for lost or abused books will be the responsibility of the

student. Any student still owing money from the previous school year at the time of any non-academic field trip or grade-level activity will not participate.

## ***PTO/SAC***

Parents are encouraged to join the Hampton Elementary PTO/SAC. The PTO/SAC meets on a regular basis, the third (3<sup>rd</sup>) Tuesday of the month at 6:00 P.M. during the school year. Notices will be sent home concerning meeting dates and programs. We need your support and participation. Remember, the “P” in P.T.O. stands for **Parent**.

## ***OBJECTS TO BE LEFT AT HOME***

*Children are not to bring toys, radios, iPod, MP3s, electronic games, card collections and/or any other objects that may disrupt the class without permission of the child's teacher.*

## **CELL PHONES**

We encourage students **not** to bring cell phones to school. If they do, the device must be **powered off and kept in a location out of sight (backpack)** upon arrival to school and throughout the entire school day or while on school transportation at any time. **If the wireless communication device is “powered on” it will be interpreted as being in “use” and therefore; will be confiscated.**

Usage of a wireless communication device on campus upon arrival to school or while on school transportation will result in disciplinary action and may carry up to and including a **Zero Tolerance consequence**.

The District Discipline Plan will represent the following consequences regarding wireless communication devices:

1. The first time the wireless communication device is seen or in use, it will be taken from the student and held until the parent comes to pick up the device.
2. On the second and subsequent time(s) the wireless communication device will be taken from the student, the parent will be notified to come and pick up the phone, and a referral will be written and applied to the next step of the District Discipline Plan and school wide CHAMPS Discipline Plan. Note: Any time a wireless device is used in a manner that is disruptive to the school campus, used to take pictures during the school day, used to transmit and unauthorized data, used in any criminal act, or used to compromise any test the offense will be handled at Level II or higher on the District Discipline Plan, except IF given teacher permission.
3. A student refusing to hand a wireless device over to staff will receive a discipline referral.
4. **Electronic devices are brought to school at the owner's risk. The Bradford County School District or their employees are not responsible for any devices that are damaged, lost, or stolen.**

## ***Testing***

Kindergarten through second (2<sup>nd</sup>) graders will be assessed using a District Assessment which will tell the teacher, school and parent the student's strengths and areas that need to be focused on for the rest of the school year and the next.

Third (3<sup>rd</sup>) through fifth (5<sup>th</sup>) graders will be assessed using the Florida State Assessment which will compare each student with grade level expectations. Third (3<sup>rd</sup>) grade students must score a level 2 or higher on their Reading, in order to be promoted to the fourth (4<sup>th</sup>) grade. Third grade students are tested on reading and math on the FSA. Fourth (4<sup>th</sup>) grade students are tested in writing, math and reading. Fifth (5<sup>th</sup>) grade students are tested on reading, math, FCAT science, and writing.

These tests are very important as diagnostic tools to determine our students' needs. Please make sure students understand their importance. Mark your

calendar when testing dates are announced to avoid conflicts such as doctors and dentist appointments. Kindergarten through fifth (5<sup>th</sup>) graders will receive additional diagnostic and prescriptive testing including i-Ready math, and the Progress Monitoring Assessment.

### ***Transferring from Hampton Elementary***

If your child is transferring from HES, please notify the school office at least three (3) days prior to the student's last day if possible. This will enable our registrar (Mrs. Crystal Crawford) to complete the necessary forms in a timely fashion.

### ***STUDENT DRESS CODE***

**STUDENT DRESS CODE** The purpose of the Bradford County School District (BCSD) dress code is to define what is deemed acceptable wear by the Bradford County School Board. Dress codes are something that all students will encounter within the workforce and the BCSD dress code is preparing students to not only have a dress code, but to adhere to that dress code in order to maintain employment within the workforce. There is also a great deal of research that has shown the benefits of dressing for success by both students and adults within the workforce.

#### **(P) ELEMENTARY**

**Note:** The dress code is not inclusive of all items that may be deemed inappropriate. **The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment.** Therefore, any item that disrupts classroom instruction or the school campus will not be allowed.

#### **Pants, Shorts, and Skirts:**

Students in grades K-5 will be allowed to wear shorts that reach to mid-thigh length. The shorts should be measured in a sitting position. The shorts will be no shorter than the stretch of the hand measured from the tip of the little finger to the thumb when the little finger is placed at the top of the knee. Slits in

skirts/dresses may be no more than two inches above the knees. All pants and shorts must be without holes or tears.

**Unacceptable Clothing:**

Clothing that is unsafe, offensive, and/or inappropriate to the school atmosphere as determined by school administrators will not be allowed. Some examples of inappropriate clothing include, but are not limited to, the following: bare midriff or cleavage; see-through clothing; undergarments worn as outer garments; halters; backless dresses; tank tops and tube tops by themselves; all shirts or blouses not long enough to be tucked in; head coverings; unfastened clothes; body art or jewelry determined to be inappropriate; exposed undergarments; pants unfastened without a belt or below the waist; flip-flops; excessively high heels or soles and bedroom slippers; spaghetti straps; sunglasses indoors; and clothes with words, phrases, symbols, pictures, or insignias that are profane, offensive, suggestive, or advertise alcohol, tobacco, or illegal substances. Outerwear and undergarments, including leotards and tights, may not be used to circumvent the dress code. **No blankets are allowed as protective outerwear.**

**Note:** Due to safety, flip-flops and sandals are not to be worn at PE. Students may wear wheelies or heelies with the wheels removed, however if these wheels are inserted in the shoe during school activities it will be a violation of the dress code. Cleats are prohibited.

**Head Wear**

Hats may only be worn at PE, including hoods, except during cold weather. They are not to be worn in buildings or on buses. No bandannas.

Parents will be called to provide acceptable clothing for their child if inappropriate clothing is worn to school. Repeated incidents will be treated as discipline offenses. Our goal is to provide an environment at school that holds little distraction for the students and provides a safe and civil site in which to learn. Thank you for your cooperation when selecting your child's wardrobe for school.



## **Student Council**

Third (3<sup>rd</sup>) through Fifth (5<sup>th</sup>) grade students are a part of the Student Government. Please ask Guidance, or their teachers for more information and details.

## **Safety Patrol**

General Para-Professional and 5<sup>th</sup> grade teacher are in charge of the Safety Patrols. They will coordinate the patrols, their stations, and their duties.

Please review the Student/Parent Handbook then sign and return this page.

We, whose names are signed below have read, reviewed, and agree to abide by the 2017-2018 Hampton Elementary Student/Parent Handbook.

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**Student's Name**

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**Parent/Guardian Signature**