

# **Pioneers in Education**

## **Hamel School Handbook**

### **2009-2010**



## **Hamel Elementary School**

400 W. State Route 140

Hamel, IL 62046

618-692-7444

618-633-2242

Dr. Barb Hutton, Principal

## **HAMEL SCHOOL POLICIES**

The Hamel School Handbook is filled with pertinent facts for you and your child. Please take a few minutes to read and discuss the following information with your child(ren).

### **SCHEDULE**

Classes start at 9:15 a.m. and end at 3:30 p.m. Playground supervision begins at 8:45 a.m. Students **MAY NOT** arrive prior to this time.

Students arriving on buses will be picked up and dropped off from the side of the building. Parents providing transportation should proceed to the right side of the parking lot and around toward the building. Cars should exit **ONLY** by passing in front of the building and out the east exit. Cars may not be parked in the front of the building.

Any change in transportation must be given to your child's teacher in writing or you should directly call the office. The normal mode of transportation will always be used if we don't receive a note or phone call.

If you are picking up your child after school, please remain in the front hall by the security guard.

### **REGISTRATION**

Please be sure your child has complete registration papers on file in the office.

All kindergarten students should have a health physical by September 15, 2009, on file in the office. This is the exclusion date for any kindergartner without proper examinations.

All kindergarten and second grade students are required to have a dental examination on file by May 15, 2010.

Textbook fees are now due. Fees are \$70 per student per year. Checks should be made payable to Edwardsville Community Schools. These fees offset the district cost for textbooks and consumable materials utilized by your child throughout the year.

## **LATCHKEY**

We are pleased to offer a morning and evening latchkey program in conjunction with the Edwardsville YMCA. Our program begins at 6:30 a.m. and concludes at 6:00 p.m. Please contact the YMCA at 656-0436 or the building office at 633-2242 if you have further interest.

## **ABSENCES**

Please call the office at 633-2242 or 692-7444 to report student absences. For your child's safety, ALL school absences must have parental documentation within the first two hours of school. If you do not call our office, school personnel must call you at home or work to verify the absence. The following attendance guidelines apply:

- All students leaving school during the day for a doctor's appointment will be required to provide written documentation from their health care provider in order for the absence to be excused.
- All students in the district who are absent for five or more consecutive days will be required to present documentation from a health care provider in order for the absences to be recorded as excused.
- All students who are absent for 10% or more days of the semester must provide written documentation from a health care provider for each subsequent day of absence that occurs in order to have the absences recorded as excused.
- An appeals process will be established to address students with documented chronic or severe acute health issues.

## **TRUANCY**

A student who has an absentee or tardy rate of 10% of official school day attendance is considered to be in violation of Illinois School Code and the Juvenile Court Act. Excessive absence is detrimental to a child's education. Students who are considered truant must be referred to the Madison County Truants Program.

## **LEAVING/ENTERING SCHOOL**

Each child leaving school early or arriving late **MUST** be signed in/out by a parent. Do **NOT** drop off your children at the curb. Walk them into the building if they arrive late. Students will only be dismissed early or allowed into class after office notification to the classroom teacher. This allows our office to ensure the safety of your child.

## **MESSAGES**

Students are not allowed to use school phones without proper adult supervision and only under emergency situations. Written letters, notes, etc., will not be delivered to students.

## **PERSONAL ITEMS**

Please label all coats, hats, lunch boxes, etc. A lost and found is located in the commons. We encourage students to look for lost items in this location. Students may not bring toys, electronics, or other personal items to school without permission from the classroom teacher. School personnel cannot be responsible for these items. Any item that can be deemed a “weapon” or utilized as a weapon is strictly prohibited. This includes toys.

## **PTO**

The PTO is devoted to cooperation between school and the home. It is a worthwhile, functioning group of parents and teachers who communicate in a positive manner regarding our school. Fall and spring general meetings are held each year in conjunction with school events. Four officers are elected each spring. All parents are encouraged and welcome to participate.

## **CAFETERIA**

Student lunches cost \$1.90, breakfast is \$0.95 and extra milk or juice is \$0.60. The cafeteria has a Point of Sale system, which allows prepayments to be designated as breakfast and lunch meal credits, account cash, or a combination of the two. Ala carte items, including milk and snack items, will only be able to be purchased from prepayments if some of the funds are designated for account cash.

Please make a note on payments sent in stating how you would like the funds to be designated (e.g., meals only; 10 lunches, balance to account; or account cash). ***Payments made without instructions will be credited to account cash.***

In addition, the Food Service Department is implementing *myLunch-Money* this fall. It is a new service that allows parents to prepay for their child's school breakfast, lunch, and ala carte food items using their credit or debit card. The website [www.myLunchMoney.com](http://www.myLunchMoney.com) will go into service in time for the start of school. *The service is optional.*

All students are given ample time to eat their lunches and are allowed to finish if they go past dismissal time. Though quiet visiting is encouraged, occasionally we have a student who uses lunchtime to play rather than eat. These few instances are handled first with the lunchroom monitor and then through the principal's office.

## **WEB SITES ([www.ecusd7.org/hamel](http://www.ecusd7.org/hamel))**

Please visit our web site for school news, links to classrooms and teacher email, lunch menus, and other information relating to Hamel School.

## **BUILDING SECURITY**

As always, District 7 sets safety as a priority. Many of the building improvements focus on this area. Each building is equipped with 911 compliant phones, security cameras and monitors, emergency classroom phones, Safety Handbooks, and secured doors. ***A School Safety Officer is on duty at the entrance of each building. Parents/visitors will be asked to present a photo ID and sign in upon entering the building.***

Though safety measures sometimes cause us inconveniences, our children's safety is our greatest concern. The following guidelines are in place to help ensure student safety:

- Please enter our building through the front door only. All other doors are locked.
- Each visitor is required to sign in and show a photo ID to the School Safety Officer on duty to obtain a visitor's badge.
- Proceed to the main office for assistance

## **SAFETY ALERT PROGRAM**

In order to improve communication with parents, District 7 has instituted a new safety and weather alert system. The system will consist of three components: an email safety alert system, a safety alert hotline, and a web alert system.

### ***SAFETY ALERTS - VIOLENCE***

The system will be used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the district and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

### ***SAFETY ALERTS - WEATHER***

The system will be used to alert parents to cancellation of school due to inclement weather.

### ***SAFETY ALERT NOTIFICATION***

A message will be posted on each alert component stating one of the following

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at [www.ecusd7.org/alert/subscribe.asp](http://www.ecusd7.org/alert/subscribe.asp)
- Call the Alert Hotline at 655-6090
- Visit the District's website at [www.ecusd7.org/alert](http://www.ecusd7.org/alert)

Subscribers to the Email Alert system will not be able to reply to the system. Callers to the hotline will not be able to leave messages.

## **SCHOOL CLOSINGS**

The decision to cancel classes is a difficult one, especially in a school district that covers such a large area. The Superintendent of Schools will make a decision by 5:00 a.m. Announcements will be made periodically on radio stations KMOX 1120 and WBGZ 1570. Various local television stations also carry this important news. Parents can also access this information through the District's Safety Alert Program, which is outlined beginning on page 4.

Early closings of school are rare. However, if conditions warrant, the decision for early closing will be made by 11:00 a.m. Elementary schools will dismiss at 2:40 p.m. in this situation.

## **BIRTHDAYS**

If you would like to observe your child's birthday with a class treat, you may do so by providing uniform treats for all children in his/her class. As a safety precaution, only commercially wrapped items may be brought. Gum is not allowed. Party invitations may not be passed out in class unless all students in the classroom are invited.

## **CLASSROOM VISITATIONS**

Our school encourages active parent participation. If you wish to visit your child's classroom, please follow these guidelines:

- 1) Schedule a time with the classroom teacher;
- 2) Limit your visit to a particular lesson or one hour;
- 3) Be prepared to assist in the activities;
- 4) Do not bring preschool age children.

## **MEDICATION POLICY**

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have authorization from the building principal. A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use and self-administration at the student's discretion provided the student's licensed health care provider and parents(s)/guardian(s) have authorized self-administration through a completed and signed

“School Medication Authorization” form, and this form is on file at the child’s school. Please see the building principal or nurse regarding the District’s medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the only source for school personnel to know whom to contact in the event of a serious injury or illness, and exactly how to contact these persons. It is imperative that the information on this form be kept current at all times.

## **PHYSICAL EDUCATION**

Illinois state law requires public education students to engage in courses of physical education. The following procedures are to be used when excusing a student who is ill:

1. We will honor a student’s word when not feeling well for ONE day;
2. A note from a student’s parents will be honored for TWO additional days;
3. After these three days, a doctor’s recommendation is needed.
4. If you have unusual circumstances, please contact the school nurse or principal.

## **STUDENT DRESS CODE**

Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, while not disturbing the educational process. The following guidelines describe some types of dress NOT ACCEPTABLE in the school setting:

1. Dress indicating any affiliation with any group that advocates dangerous or unlawful activity;
2. Dress displaying vulgar or suggestive writing, pictures, or images;
3. Dress displaying alcohol or drug-related images, words, or logos;
4. Dress exposing undergarments, or dress that is sheer, exposing, or extremely loose;
5. The use of unusual makeup or hair coloring; and
6. The wearing of dog collars, chains, etc.

These are only examples of unacceptable clothing. Students in violation of the dress code will be asked to turn the garment inside out, asked to wash off makeup/hair coloring, or parents will be called to bring clean clothing to wear. Repeated violations may result in disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school. In addition, please send your child to school with appropriate weather-related clothing. Umbrellas are highly discouraged due to safety factors.

## **COMMUNICATION**

As always, we consider open and positive communication the greatest asset for a child's success in the educational environment. Please contact your child's teacher if you have any concerns about your child's academic and/or social environment.

## **DISCIPLINE POLICY**

Our school follows the adopted school district's policy for disciplinary concerns. This is located in the District 7 Handbook each parent received at registration. Our building encourages self-control, empathy, and positive consequences for good behavior. In the rare case a student misbehaves, the following events occur:

1. A blue or yellow identification card is filled out by the adult witnessing/reporting the behavior;
2. The card is given to the classroom teacher;
3. Individual classroom rules apply;
4. In the event a classroom teacher deems the behavior serious in nature or excessive, a red referral card is filled out, and the child is referred to the principal's office;
5. Appropriate district guidelines are applied by the principal.

Again, we believe positive reinforcement, problem solving, and parental communications are factors attributing to the low number of negative behaviors occurring in our building. (Please see the District Handbook for further details of district policies).

## **HAMEL SCHOOL**

Dr. Barb Hutton, Principal

Mrs. Teresa Dean, Secretary

633-2242 or 692-7444

Dear Parents/Guardians:

In an effort to reinforce social skills and help our students understand the benefits and reasons behind behavior rules, Hamel School will continue to use a comprehensive behavior plan.

During the first few days of school, students will discuss school rules, the reasons rules are important, and building behavior rules for lunch, recess, and hall/restroom times. Each class will also develop a classroom behavior plan.

The success of this plan is heavily dependent on all of our school staff complimenting positive behaviors with consistency and resolve and addressing negative behaviors. It is also crucial that parents support us in this effort by discussing proper behavior with their children and supporting us in our efforts to influence positive behavior. Below is a generalized listing of basic school rules. A more comprehensive list is given in the District 7 Handbook you signed for at registration. Please discuss the information below with your children. It is important that our children know we are communicating with each other.

## **RULES, CONSEQUENCES AND REWARDS HALLS, RESTROOMS**

### **RULES:**

1. Walk at ALL times
2. Stay in line
3. Speak softly—Use a 12-inch voice
4. Keep your hands, feet, and objects to yourself

### **REWARDS:**

Staff will tell you what a great job you are doing!

### **CONSEQUENCES:**

- Reminder of the proper behavior
- Practice the correct behavior (go back and walk, etc.)
- Discipline Plan

## LUNCHROOM

### RULES:

1. Speak in soft voices and use appropriate table manners
2. Keep food on your tray and leave others' food alone
3. Clean up your space after eating
4. Raise your hand to return tray

### REWARDS:

Praise  
Cafeteria Monitor Rewards

### CONSEQUENCES:

Warning  
Move to a separate table  
Lose recess or eat in isolation  
Discipline Plan

## PLAYGROUND

### RULES:

1. Obey the adults on duty
2. Respect others
3. Play safely and help others play safely
4. Take care of equipment and put it away
5. Stay in assigned area
6. Quietly line up when whistle is blown
7. Ask permission to get ball from parking lot

### REWARDS:

Praise

### CONSEQUENCES:

Warning  
Sit against wall of building  
Lose recess  
Discipline Plan

## BUS

### RULES:

1. Walk at all times
2. Stay seated
3. Visit quietly with those you are sitting by

### REWARDS:

Driver Praise  
Driver Rewards  
Building Rewards

### CONSEQUENCES:

Driver Warning  
Driver Conduct - Lose building privilege  
2nd Conduct - Bus Suspension

