
HATTON ELEMENTARY SCHOOL

WELCOME

The staff of Hatton Elementary School welcomes you and your family. This student/parent information guide is to help each student succeed at Hatton Elementary. We have high expectations for success and achievement of all of our students.

We look forward to working together to ensure that students are achieving academically at Hatton Elementary School. **We hope you will visit us often and be an active part of our school community as we work toward success.**

Vision

Hatton Elementary School strives to prepare students to apply what they have learned, problem solve, and make wise choices so that they ultimately become successful productive citizens. It is our desire to make sure students understand the value of their education, good citizenship, respect for others, a sense of self-worth, and productive citizens.

Mission

The mission at Hatton Elementary School is to provide a personalized learning environment that promotes authentic learning experiences, positive reinforcement, effective role models, and community collaboration with the help of our families and other stakeholders.

Core Beliefs

- *All students have the potential to learn with a challenging curriculum to meet their needs.*
- *Individualized opportunities will be provided that respond to the uniqueness of our learners.*
- *Teachers, staff, administrators, parents, community members, and students will share ownership in creating an effective and safe learning environment.*
- *A supportive learning environment includes high expectations among students and staff.*
- *We are dedicated to partnering with community members in order to maximize student learning.*

P.T.O. MEETINGS

Please join and become an active member of the Hatton P.T.O. Your child will bring home an announcement of the first meeting. Also, check the school sign for the date and time of the meeting.

STUDENT ARRIVAL

Classes will begin at 7:40 a.m. The first bell rings at 7:30 a.m.

The school building will open at 7:15 a.m. If children are not transported by the buses, they should not arrive at the school before 7:20 a.m., unless they participate in the school breakfast program. Breakfast will begin at 7:15 a.m. and end at 7:35 a.m.

All students who arrive before 7:30 a.m. will report to the lunchroom with their backpacks. All students will read a book and remain quiet in the cafeteria during breakfast time. Students who do not eat breakfast will report to their classroom when the 7:30 a.m. bell rings.

*****IMPORTANT***** *Please send your child's breakfast and lunch money in an envelope that has written on the outside the child's name, teacher's name, grade, and amount of money inside.* Please do not put other money in this same envelope.

Bell Schedule

7:30 a.m. Students may go to their classrooms

7:40 a.m. Classes begin, unexcused check-ins after the 7:40 a.m. bell will result in a tardy

2:35 p.m. Car rider dismissal (**unexcused check-outs before this time will result in a tardy**)

TARDY POLICY/CHECK-OUTS/CHECK-INS

*****IMPORTANT***** All students checking in after 7:40 a.m. must check in through the office.

It is the belief of Hatton Elementary School staff that each child should be entitled to the maximum instructional time each day; therefore, a tardy/checkout policy has been implemented which supports and reinforces this philosophy.

Please help your student to arrive by 7:40 a.m. Parents will be notified of excessive tardies.

Tardies will be excused if students present a note from the doctor indicating an appointment.

Appointments for court will also count as excused tardy/checkout if documentation is provided. All other excuses will be counted as unexcused unless approved by the principal or verified by a medical excuse.

CHECK-OUTS

Students must be signed out by a parent/guardian or someone approved by the parent/guardian. Also, **photo identification may be required for the parent/guardian or the person approved by the parent/guardian.** Students checked out before 11:30 a.m. are counted absent for the day. **Please remember that only individuals that are on your child's checkout list will be permitted to check out your child.** Please let the office know if there are any changes throughout the school year.

CAR RIDERS

All students not transported by the buses are to be let out in the front of the school and picked up on the side of the school beside the gym. Car riders will be given an identification card. This card will have the names of the students to be picked up by the individual driving the car. Please display this card in the car window so that it can be easily seen by the teacher. If you do not have the banner displayed and staff members do not recognize the individual driving the vehicle, you will be asked to

pull around to the office so that the identity of that individual can be verified. This procedure is to ensure the safety of our students. Students not picked up by 3:00 p.m. will be seated in the front of the office. When picking up students in the afternoon, please stay in your car until the students are dismissed. If you must come in the building, park in the parking lot. Students are not to be let out of cars in the parking lot or on the side of the road. Students will not be allowed to go to a parked car.

School Dismissal Times

There are two dismissal times for students:

2:35 p.m. for students who are car riders

2:50 p.m. for all students who ride buses

Transportation Changes

Students should know when they leave home in the morning how they are returning home in the afternoon. If you need to make a change to in your child's transportation, you must call the office by 2:00 p.m. Students who plan on riding a different bus other than their regular bus, or if they are normally a car rider, must have a guardian or parent write a note with where the child is going, address, date, and parent signature. This will help alleviate any confusion during the afternoon rush. In an emergency only, you must call the office by 2:00 p.m.

NOTE: Supervisory personnel will only be available at the school for 15 minutes after school is dismissed. If problems occur that prevent parents from picking students up on time, the school should be notified as soon as possible.

BUS RIDERS

The opportunity to ride the school bus is a privilege furnished by the Colbert County School System and not an obligation of system. The only requirement for riding the bus is to live on the bus route and behave properly. Please read and discuss with your child the **School Bus Conduct Code** found in this book. A student must have a written note from their parent/guardian to ride a bus other than the one he/she is assigned to ride. Your child will also need a note if their regular transportation schedule changes. Buses enter and exit the school through the driveway that runs between the school building and playground. Parking is not allowed in that area between the hours of 7:30 a.m. and 3:00 p.m.

STUDENT CONDUCT

Please carefully read and discuss with your child the **Student Conduct** section found in the student handbook located online that was signed when enrolled through SchoolMint.

DRESS CODE

Please read carefully the **Dress Code** in the student handbook located online on our website. Since students take part in Physical Education classes daily, some type of rubber sole athletic shoes should be worn to school each day.

PARENT CONFERENCES

Conferences are welcome and may be arranged at the request of a faculty member or a parent. Call or email to arrange for a conference time.

VISITORS

All visitors (parents, students, family members, etc.) must go to the school office before going anywhere else in the building. This is to ensure the safety of the students as well as maximizing instructional instruction.

ATTENDANCE POLICY

At the Elementary Level- All students are expected to be in attendance each day unless they are ill or an emergency arises. Students must be in attendance 165 (no more than 15 absences per school year) days in order to receive credit for academic work. In extraordinary circumstance, a student's attendance record may be reviewed by the school attendance committee to determine eligibility for credit for the year's work and promotion for the next school year.

Excuses Written Parental Excuse Required

In accordance with State Law, a parent/guardian/custodian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within three (3) days following the absence signed by the student's parent/guardian/custodian for each absence and present it to the principal or designee.

Doctor's Excuses or Legal Documentation – For students in grades K-12, the following guidelines will be used during each school year for absences to be excused:

1. Ten (10) days excused with home notes per school year. Each student may use five (5) home notes per semester (maximum)
2. All other excuses must be signed by a doctor or other legal documentation from court where the student's attendance in court was commanded by the court and not necessitated for the reason that the student and/or a member of the student's immediate family initiated the civil action for his/her own benefit.

Excused Absences

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school
2. Inclement weather, which would be dangerous for students to attend school as determined by the Superintendent or principal
3. Legal quarantine
4. Death in the immediate family (defined as father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, uncle and aunt)
5. Emergency conditions as determined by the Superintendent or principal
6. Absence with prior permission of principal or a designee and consent of parent/guardian/custodian.

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused.

Tardiness

A student is tardy to school when he/she fails to report “on time” to his/her first class when the bell begins to ring to start the school day. When tardy to school, students should report to the attendance office for the tardy to be documented and a tardy slip to be issued. An unexcused check-in during the 1st scheduled class will be counted as a tardy to school and may lead to a Saturday School assignment. Any student who fails to attend Saturday School within the academic year will receive one day in in-school suspension (ISS) for every missed Saturday School assignment.

A student is tardy to class when he/she enters the classroom after the tardy bell **BEGINS TO RING**. To be counted “on time”, students should be seated and ready to begin class.

1. Students are allowed three (3) tardies to each class per semester.
2. Three (3) unexcused tardies in any class will be counted as an unexcused absence.
3. On the fourth (4th) tardy to any class, the student will be assigned to one day of Saturday School.
4. After the fifth (5th) tardy in the same class, students will be assigned to one day of Saturday School for each future tardy.

Check-Ins/Outs

Any student checking in/out of school should bring a note of explanation at the time of the check-in and/or check-out within three days thereafter to be filed in the principal’s office or another designated area. Check-ins and check-outs should be kept to a minimum.

1. A student will be allowed to check-in and/or check-out a total of five (5) times a semester by calling his or her parent or guardian.

CELL PHONE/DIGITAL DEVICE POLICY

The possession and/or use of pager, cellular telephone or other personal communication device and/or other electronic device during the school day by students are allowed.

However, the **electronic device shall not be used during the school day by students unless prior written approval by school administration is granted.** The school district shall not be responsible for loss, damage or theft of any electronic device brought to school or school related activities.