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# HATTON ELEMENTARY SCHOOL

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## WELCOME

The faculty and staff welcome you to Hatton Elementary School. Together, the students, parents, faculty, staff, and community will achieve the goal stated in the Hatton Elementary School Mission Statement. We have high expectations for success and achievement for all of our students.

Please take the time to read this handbook and discuss the appropriate sections with your children. **We hope you will visit us often and be an active part of our school community as we work toward success.**

### ***Vision***

*Hatton Elementary exists to prepare students to apply what they have learned, problem solve, and make wise choices so that they ultimately become successful productive citizens.*

### ***Mission***

*Hatton Elementary will provide a safe learning environment that promotes authentic learning experiences, positive reinforcement, effective role models, and community collaboration.*

### ***Core Beliefs***

*Hatton Elementary believes all students:*

- *must be provided a safe learning environment;*
- *have the ability to learn;*
- *must be afforded an opportunity to excel in learning;*
- *should have their academic, social and emotional needs met.*

### **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/BREAKFAST**

**Classes will begin at 7:40 a.m. each day.** Students arriving at school before 7:30 a.m. are to go directly to the lunchroom. 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 for breakfast. 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. Remember, if your child buys extras at lunch, this comes out of his/her lunchroom account.

### **Bell Schedule**

7:30 a.m. Students make their way to classes

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 TO SCHOOL**

A student is tardy if he/she reports to school after the 7:40 a.m. bell. **All students checking in after 7:40 a.m. must check in through the office and be signed into school by a parent/guardian. This must be done in the office. 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.**

### **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. Your child must know their transportation route and have a note in hand that must be turned into the office at the beginning of the day. This will help alleviate any confusion during the afternoon rush. In an emergency only, you must call the office by 2:00 p.m.

### **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 this book.

### **DRESS CODE**

Please read carefully the **Dress Code** in this book. Helping your student decide what to wear the night before a school day will give more time to ensure that they are properly dressed. 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 their time of instruction.