

Frank H. Hammond Elementary School Student and Parent Information Guide

2016-17



Frank H. Hammond Elementary School Mission Statement

Learning is the chief priority at Frank H. Hammond Elementary School.

In partnership with our families and community,
all students will be motivated and empowered to achieve their personal best.

FHH School Improvement Goal #1

All students will improve their reading comprehension skills.

FHH School Improvement Goal #2

*All students will improve their math computation proficiency in order to
apply math in all curricular areas to solve problems that arise in everyday life.*

School Town of Munster Vision

All School Town of Munster students have the skills necessary
to participate successfully in a global society.

School Town of Munster Mission

The School Town of Munster, in partnership with all stakeholders, implements equitable and challenging learning experiences that provide the foundation for independent and innovative thinking.

This booklet is designed as a general information guide for parents about the various activities and programs that are available at FHH. We understand how important it is to your child's education that you are an informed and involved parent. Please be aware that there are a variety of ways that **communication** to families is provided:

- The **School Town of Munster web page** <http://www.munster.us/> provides information including announcements and events. A one-page school year calendar is also available at that link.
- A **[Printable School Town of Munster District Calendar](#)** is available on our website with all district events
- The **Mustang Express** newsletter and **Super Chat podcast** are monthly district publications. Check them out at the beginning of each month. <http://munster.us/Our-District/News> and <http://static.theflypod.com/episodes/schooltown-munster/>
- The **FHH web page** <http://fhh.munster.us/> provides information and resources on specific FHH happenings such as field trips and classroom events.
- **School Messenger** is a recorded phone message system that allows us to send phone and/or email reminders to families regarding important information and reminders. Please make sure we have your accurate phone and email information so that you do not miss out on any of these reminders. You can update your phone and email information by calling one of the secretaries in our Main Office.
- **Newsletters** from the principal will be sent home as needed with information regarding school issues. Generally these will be sent via email and also posted to the FHH website.
- **Digitally Speaking** is published by our PTO each week and delivered to parent email accounts each Sunday morning. It provides information about school and PTO happenings, committee work, calendar reminders and events, and student and classroom activities. Prior issues can be accessed from the FHH website, Digitally Speaking link.
- For many updates and last minute reminders: "like" our **Facebook** page www.facebook.com/fhhpto and "follow" us on Twitter: [@PTOFHH](#).
- Our **outside marquis** provides reminders about upcoming events.
- **Teacher communications:** Each teacher will let parents know how they best communicate information and student progress to parents. PTO Room Coordinators also provide email communications regarding both school and classroom announcements. Progress reports, PowerParent, email, phone calls, text apps, Moodle, and/or classroom newsletters or web pages are some of the ways that you will get information from your child's teacher.
- Voice mail messages can be left for teachers at any time. The teacher will return your call as soon as possible, (usually after the end of the school day) as we do not disturb teachers during instructional time. However, be aware that since teachers most likely will NOT have the opportunity to check voice mail messages before the end of a school day, you must **Inform the office if a message needs to get to the classroom before students leave for the day.**
- School Town of Munster **Elementary Handbook** (available on District and FHH websites) provides information about district rules and procedures.
- **Mrs. Ellis and the office staff** are always available to assist you. Mrs. Ellis is available in person, by phone (ext 6256), and/or by email (naellis@munster.us).

FINAL Class assignments can be viewed in PowerParent
after 4:30 PM on Wednesday, August 10th .

(any PowerParent info viewed prior to this time is not final and is subject to change)

Your PowerParent username/password has not changed.

New families received PowerParent access information in the District mailing.
If enrolled after the July District mailing, you can get access info at registration.

Main Office Staff - 838-2060

Principal:	Nancy Ellis	ext 6256
Secretaries:	Anne Kinser	ext 6264
	Karen Markovich	ext 6240
Social Worker:	Christina Brunetti	ext 6261
Nurse:	Mary Guthrie	ext 6248
Custodian :	Sonia Mendoza	ext 6235

PARENT/GENERAL INFORMATION

Please refer to the School Town of Munster Elementary Handbook for a complete summary of information about policies and procedures.

School Day Hours - 8:55 am -3:30 pm -Students who are not in their classroom at 8:55 are marked tardy. Students should be dropped off between **8:40 and 8:50**. If you need to drop off earlier than 8:40, or pick-up after 3:35, please make arrangements with Adventure Club.

Late Start on Thursdays- In order to provide professional development opportunities for our staff, **school will start at 9:25 EVERY THURSDAY** during the school year. **Students cannot be dropped off at school before 9:10 on Thursdays**. Please contact Adventure Club if you need child care. Please note: While MHS & WWMS have changes to their late start schedules during exam times, those changes do not apply to the Elementary schools.

Arrival and Dismissal -Please review our Arrival/Dismissal procedures very carefully AND please share this information with any other family members who will be providing transportation for your student.

Specials Classes -Students will participate in two specials classes (2 -30 minute sessions of each Special) during each of three 12-week periods as follows:

1st 12 Weeks -8/15-11/4	2nd 12 Weeks-11/9-2/17	3rd 12 Weeks-2/21-5/26
Art and Music	Art and Gym	Music and Gym

Cafeteria- The FHH Cafeteria provides an optional breakfast program from 8:30-8:50. Lunch/recess schedules for each grade level are posted on the FHH website. The "Nutrition and Food Services" link on the FHH website provides additional information regarding menus, how to online pay on your lunch account, and other nutritional information. Students may bring their own lunch. **NO FAST FOOD** may be brought in for student lunches.

Lost and Found

- Please label **all** your child's belongings (hats, jackets, lunchbox, supplies etc.)
- The Lost and Found area is in the hallway entering the cafeteria. Please check it often.
- Lost and Found items will be displayed each month (last Friday) on the stage area during lunches. Whatever is not claimed will be bagged and donated.

Standardized Testing Students in grades 3, 4 and 5 take the ISTEP+ state assessment according to the Indiana Dept of Education designated schedule. Students in grade 3 additionally take the IREAD3 state assessment according to the Indiana Dept. of Education designated schedule.

Other formative and benchmark assessments will be administered periodically throughout the year. Your child's teacher will share these dates with you. Be sure to give your child every opportunity to succeed on these assessments. Proper sleep and nutrition, along with a positive attitude can energize their "thinking caps". The [Assessment calendar](#) is posted on the FHH website under For Parents/General Information. **Absenteeism needs to be avoided during these testing times.**

If your child is absent Please call the Main Office 838-2060 and leave a message on the Attendance Voice Mail BEFORE 8:50 a.m. if your child is going to be absent from school. **(Although some parents like to ALSO inform the teacher, remember that notifying the teacher does NOT fulfill the requirement of notifying the office.)** The office will call to verify unexcused absences if we have not been informed by the parent that the child will not be in school. Whenever your child is absent and under doctor's care, please send a copy of the physician's documentation to the office.

Please review the District Attendance Policies included at the end of this document. We discourage any vacations being scheduled during the school year. Please communicate with the principal and/or classroom teacher whenever an extended absence is necessary or being considered.

Alternate Dismissal procedures -If your child's after school routine changes for any reason, please inform the teacher and the office in a timely manner. A note to the teacher in the morning is preferred for last minute changes. Emails may not get read if a teacher happens to be out. Remember teachers do not have the opportunity to check voice mail messages until after dismissal. Parents will be contacted when there are questions about dismissal plans, if they miss the bus, and/or if the student is not picked up by 3:35 pm. Please remind your child how they are getting home at the end of the day. We know things happen and your child will always be held safely in the Main Office until we make contact if there is confusion regarding the dismissal plan. However, **if you frequently cannot be here by 3:35 pm, we will ask that you register your child for Adventure Club.**

Transportation - Beginning with the 2015-2016 school year, students living one mile or less from their school are not transported to school by a School Town of Munster bus. All students who ride the bus, must be registered with the transportation department. Students may only ride on the bus that has been assigned to them. Students are not allowed to bring guests home on their bus, even if the guest is registered for bus service.

Security - Once students enter the building in the morning, all entrance doors are locked. Our front entrance has a buzzer entry. All visitors must enter through Entrance A and show a valid ID to obtain a Visitor's Badge before proceeding anywhere else in the building, even if you have an appointment. As part of our continued enhancement of safety procedures within our schools a web-based visitor registration system called Raptor is being used to document building access. Raptor enhances schools security by scanning a visitor's driver's license or government identification card. Raptor compares the information to a national sex offender database from all 50 states and prints a visitor badge that includes a photo, the visitor's name, and date and time. It is important to note that Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered

sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information connected to the visitor's driver's license is not part of the system and is not accessible to any of our staff.

The safety of our students is our highest priority and the Raptor visitor registration system provides a consistent way to aid in keeping track of building visitors. Therefore, all visitors to the school must be scanned in to the system by presenting a valid photo ID and obtaining a visitors badge. The visitor badge must be returned to the office at the conclusion of the visit.

Visitors should always be prepared to show appropriate identification. These measures are in place for your child's safety- please model appropriate behavior for our students by respecting these procedures.

Student Birthdays - As a school and a district we believe it is important for us to recognize our students on their birthday but to also reinforce practices which promote positive student health and learning. Due to increased food allergies as well as recognizing the importance of health and nutrition and its impact on today's youth, **we do not allow edible birthday treats of any kind.** Non-food items may be substituted. If you would like, you can substitute a **small** item such as a sticker, pencil or eraser as a treat for members of the class.

If you would like to help your child celebrate their birthday/half-birthday here at school, we'd like you to consider some of the following options:

- Dedicate a Book! We invite students to bring a book to dedicate to their homeroom. A special sticker will be placed in the book with your child's name and the year we are celebrating. That special book will always be part of the classroom library!
- Share a Special Gift! Students may choose to bring in a small, non-edible item such as a bookmark, stickers, pencil, or eraser for each student in their class. Students love to receive special items in honor of a friend's birthday.

PTO PROGRAMS/FUNDRAISERS

Our PTO provides support to our school by providing financial and volunteer assistance for various curricular and extra-curricular programs, classroom expenses and equipment, and social and academic events throughout the school year. None of this would be possible without the success of the following committees who coordinate those efforts. We realize that all families cannot participate in all activities and fundraisers, but we sincerely hope that among the variety of choices you find some way to be an active part of the FHH family. Please contact the PTO officers or the committee chairpersons if you are interested in helping on any committee. We encourage and welcome all volunteers. ***BACKGROUND CHECKS MAY BE REQUIRED TO BE ON FILE PRIOR TO VOLUNTEERING FOR A COMMITTEE, CLASSROOM ACTIVITY, OR FIELD TRIP.** You can sign up for any of the committees listed in this booklet at any time during the school year. Contact any PTO Officer or the Main Office if you have any questions.

PTO Officers 2016-17

Board Members

Julie Gideon	President	(773) 259-1365	indygideon@yahoo.com
Caroline Gouveia	Vice president	(312) 852-0274	cgouveiafhh@gmail.com
Kim Smith	Treasurer	(773) 251-9482	kim_mckay2003@yahoo.com
Renee Castro	Secretary	(773) 398-6163	rmrao@hotmail.com

Back to School Bash- A great way to start off your year! Meet and socialize with other FHH families while you enjoy dinner, games, and a raffle. Details about this back to school event will be available at registration.

Art Committee This committee provides assistance to the art teacher. Photographed finished art projects are uploaded to the website "artsonia.com" for parents to view and to purchase merchandise of their own student's art work on items such as mugs, shirts, magnets, etc.

August New Family Walk Through - Our new families are invited to visit the school and classrooms during the week before school starts. Visit FHH between 1:00 and 3:00 on Thursday, August 11th. It's a great opportunity to let your child get familiar with areas of the school. Since "Parents only" are attending the Kindergarten Orientation on Wednesday, August 10th at 6:00 pm, Kdg parents may bring their students to see their new classroom during the Walk Through time as well.

Book Fair An all school Book Fair is held in Fall and Spring. Parents can purchase books at this time by visiting the display (setup in our lobby area) during the school day. Students will have opportunities to view the books with their class and create their own "wish list". A form will be sent home before the Book Fair with your child. This will also include a form to purchase books as gifts for our teachers' classrooms, if interested.

Box Tops for Education This is a school-wide fundraising program. Parents are urged to send in box tops from the back of popular brands like Kleenex, Ziploc, & more. These will be cashed in for equipment and items for our school. Classes occasionally compete against each other for the highest number of box tops collected. Also, shop online through www.boxtops4education.com and our school earns money!

Corporate Donations Some businesses provide programs that reimburse funds or credits back to our school based on the purchases of our families. Usually a simple sign-up is necessary. More information will be available in Digitally Speaking regarding the programs that FHH participates in, such as Smile.Amazon.com.

Curriculum Night This event incorporates curriculum concepts and various curriculum themed demonstrations and activities into a night of fun learning for all students & parents. It is a family evening event that will complement our general curriculum.

D.A.R.E Graduation Celebration This ceremony recognizes our 5th graders for their successful completion of the D.A.R.E. program (Drug Abuse Resistance Education). 4th and 5th grade parent volunteers assist the D.A.R.E. police officer with decorations and refreshments for the ceremony. This is usually held in the spring. Parents are encouraged to attend.

Digitally Speaking This newsletter is published weekly by the PTO and delivered via email (to the email address you have on file in PowerParent) each Sunday morning. Digitally Speaking keeps our families informed about school events, deadlines, calendar dates, etc. all in one publication. **Prior issues** can be accessed from the FHH website, Digitally Speaking link.

Dining for Dollars This is a yearlong fundraising opportunity where local businesses and restaurants offer the PTO an opportunity to raise money when families and neighbors patronize those establishments. Usually, a percentage of the sales of food and merchandise by FHH patrons on specific days is donated to the PTO. Many of the businesses are owned and operated by FHH families. A calendar for the month will be distributed for your reference. Email reminders will be sent to families and coupons/info will be posted on the FHH website and Facebook/Twitter pages.

Entertainment Books This fundraiser is held at the beginning of the school year. The Entertainment book includes coupons such as "buy one, get one free" and/or percentage discounts that can be redeemed at many local businesses.

Fun Fair This is the biggest fundraiser for the school. It is held during the winter months. There are various games, food, and other fun activities for the entire family. This is an excellent opportunity to support your school by volunteering and joining the fun. Lots of help is needed, the more the merrier!

Field Day This is a closing activity for the entire school to end the school year. Weather permitting, this event is held outside on the running track and the school grounds. Events include relay races, obstacle courses, basketball shooting and various other team events. Classes rotate from game to game

with everyone participating in each event. The PTO provides refreshments and needs plenty of adult assistance with the games.

Grandparent/Special Friend Day This is a PTO sponsored event (in the spring) where grandparents and/or special friends are given the opportunity to visit the school.

Junior Achievement The purpose of JA is to educate young people about free enterprise, business, and economics. Similar to Music & Art in Action, parent volunteers will go into classrooms for short presentations - all materials will be provided.

Library Aides Assist the library with library duties. Scheduling is strictly voluntary and dates can be flexible depending on your situation. The library aide coordinator determines the schedule. The hours are generally in the morning.

Music & Art in Action A parent volunteer presents an artist or composer once a month to a classroom. The schedule is worked out with the teacher. Information and resources are available to volunteers. All materials needed are provided including a CD player, CD's and the artist's drawings/paintings. See the school office for the location of the supplies.

PTO Membership You can become a member of the PTO anytime throughout the year. The cost is only \$8.00 per year. This entitles you to receive a copy of the PTO Networking Directory. The book includes names/addresses/phone numbers of PTO families. You do not have to be listed in the book to receive a copy. This is your chance to become a member and support our school at the same time. We strongly encourage all families to join the PTO and to attend the monthly meetings. Meetings are held on the 3rd Wednesday of the month. Meeting times are at either 9:15 am or 7:00 pm during the year. Please check the district and/or school calendar for dates and times. Agendas and special presentation announcements are posted on FHH PTO webpage prior to meeting dates. All are welcome!

Room Parties Volunteers are needed to help with classroom parties throughout the school year (Halloween, Winter Holiday and Valentine's Day). Each individual teacher determines the number of room parents that are needed. Volunteers must attend a planning meeting. Parents will be asked to contribute items for each party through the website www.volunteerspot.com.

Room Coordinators Each classroom will have one parent volunteer to act as the room coordinator. This person helps organize parent volunteers, attends PTO meetings, emails information to parents, and helps to increase communication between parents, school, and PTO.

School Assemblies The PTO periodically sponsors an educational assembly that reinforces the themes and concepts that are being stressed in the classrooms. Parents are welcome to attend. PTO fundraising makes these assemblies possible. Dates and times will be posted on the school calendar.

School Year Book A school year book comes out in the spring each year. A committee of parent volunteers helps in putting it together.

Science Club Grade 4-5 students who are interested in Science meet with parent volunteers before school to learn about science and to ultimately create a science project to present at our building, regional, and state science fair competitions.

Signature Shirts The 5th grade parents assist the teachers in choosing and creating a signature shirt that all 5th graders have the option to purchase. Shirts are made with the signature of all 5th grade students and teachers.

Spirit Wear Sales This is not really considered a fundraiser, but more of an opportunity to show your school spirit. Various items with the Munster and FHH school logo on them, including sweatshirts, hats, shorts, and pants will be displayed in the main lobby (usually in early fall and again before the holidays). Orders are submitted to PTO or online.

Student Newspaper -Students meet before school with parent volunteers to create an online Student Newspaper.

Teacher Appreciation Week We celebrate this week in early May to show our teachers how much we appreciate them. Planning and organizing this week takes many volunteers!

TerraCycle Program This program encourages children to recycle at lunchtime. CapriSun and GoGo Squeeze pouches are just two examples of items we can recycle, send in to the recycling company, and earn money for our school. We need volunteers to help collect, bundle, and mail items!

SCRIP Program This fundraiser is a program where gift cards from local and national businesses such as department stores, specialty stores, gas stations, restaurants, fast food establishments, other retailers, etc. are purchased at face value from <http://www.shopwithscrip.com/> and PTO receives a percent profit from those sales. Sign up instructions are available on the FHH PTO web link.

School Supply Kits Specially packaged kits that contain all school supplies needed for a particular grade are ordered through a company. **Orders are placed in the spring** for the following school year so that kits will be available for pick up at registration in August.

Variety Show Children have the opportunity to show just how talented they are. In the past we've had musical instrument players, magicians, dance groups, comedians, and singers. This is now a January event. A Variety Show application will be sent home with each child during November or December. All Variety Show rehearsals are scheduled outside of the classroom hours. The Variety Show will be held at the Munster High School Auditorium in January.

Wonderful Wednesday PTO expresses their appreciation to the FHH staff in a variety of ways throughout the year. PTO parents provide a spread of "goodies" for the staff to enjoy usually once a month. There is also an annual luncheon. The committee needs volunteers to help with providing baked goods and treats. This is a great way to show our appreciation to the staff at FHH.

Other Elective, Classroom, and Extracurricular Programs

Adventure Club This is a private agency that provides before and after school care on site. There is a fee for this service. Registration is also available online. If you would like more information, contact the Adventure Club at 865-6283 or on their website www.TheAdventureClub.com.

Athletics There are no sports programs offered at FHH. However, the Munster community provides many opportunities for athletic competition through Munster Parks and Recreation and a variety of local sports clubs and programs.

Boy Scouts/Girl Scouts These are sponsored by outside school groups, although many meetings are held after school at FHH. Information forms are sent home with your child at the beginning of the school year, with the scout leader's name/phone number listed on it.

Chess Club Chess Club is a district-sponsored program where students have the opportunity to learn chess and improve their skills by competing with other students. Chess Club members participate in a variety of local and state competitions. Chess Club meets in the evening and competitions are generally on weekends.

Early Childhood Program The West Lake Early Childhood Development Program has openings for community preschoolers who live in the School Town of Munster. The Early Childhood Development Program provides developmentally appropriate instruction to children ages 3-5 years old with diverse abilities. Prior to enrollment, all children will participate in a developmental screening. Parents interested in our program may call 219-865-1171 for more information or to schedule a screening for your child.

Field Trips Chaperones are needed for various field trips throughout the year. The number of chaperones needed is determined by the teachers for each individual trip based on the location, distance and nature of the trip. If more parents request to go on the field trip than are needed, a lottery is held to choose the chaperones. Chaperones must have a background check on file. Please do not volunteer to be a chaperone simply to be with your child. Chaperones **must accept the responsibility of supervising** small groups of students at all times throughout the trip. Since background checks may be required, substitutions are not allowed. Only the volunteer parent may attend. No siblings or other visitors are allowed to accompany parents on field trips.

K-Kids K-Kids is a "student-led" community service club for elementary students that teaches members the value of helping others through participation in community service projects and club activities. Our K-Kids coordinate various community projects for our students to participate in and also provide opportunities for our students to experience school spirit. Participation is open to students in grades 3 through 5. General meetings are held once or twice a month before school. Additional time commitments vary depending on the projects and activities of the group.

Lego Club Lego Club is a district-sponsored program that provides students with the opportunity to program Lego Robotic creations. Teams present their projects and compete with other schools. Lego Club meets in the evening and competitions are generally on weekends.

Math Bowl/Spell Bowl Students in grades 4 and 5 have the opportunity to try out for Math and Spell Bowl teams that compete in regional competitions against other schools in the area. Practices are held before and/or after school.

Moneyopolis Basic economic principles are taught throughout the year at all grade levels. During the second semester students in grades 3 and 4 participate in a mock city called Moneyopolis. They experience real life economic activities by participating as a citizen and as a worker in the city. They receive paychecks for their jobs, pay bills, run services, produce industries and are even responsible for taxes.

Orchestra-Orchestra is open to 4th and 5th graders. Orchestra meets before or after school. For more information contact the district Orchestra director at x3343 or x2283.

West Lake Special Education Cooperative A variety of information workshops and sharing opportunities are provided by our West Lake Special Education Cooperative (865-1171) throughout the year. Check their website for topics, dates, and times. <http://www.lcsc.us/westlake/workshops.htm>

ATTENDANCE POLICIES AND PROCEDURES

Indiana state law requires all public school districts to maintain a 95% attendance rate. Regular attendance is essential for a student to be successful in school. Absence from school is one of the chief causes of poor performance and low achievement. The learning process is progressive—each day's lesson builds on the class activities of the previous days. If a child is absent, that experience can never be completely made up. Students who read the material and do the absentee work can never fully compensate for the instruction, hands-on activities, and discussion that they missed in class. Responsibility is a learned behavior, and regular school attendance encourages the development of other patterns of conscientious behavior. The student and his/her parents are responsible for making every possible effort to ensure that the student is in school every day and on time for all classes.

The School Town of Munster understands, however, that sometimes it becomes necessary for a student to be absent. If a student is absent, the administration, under state law, reserves the right to determine whether absences from school are justifiable.

ABSENCE CLASSIFICATION

When a student must be absent for a full day or at any point during the day, whether he or she arrives late or leave early, the student **MUST** be called off by his/her parent. If the absence can be confirmed by a professional or some other type of documentation, the parent must submit the document to the main office within 5 school days so that the absence can be labeled properly. The School Town of Munster classifies absences as verified, excused, and unexcused.

Verified:

- Personal illness verified by a note from a physician
- Required court attendance
- Death in the immediate family or of a relative
- Professional appointments verified by a note from the doctor, dentist, orthodontist, etc.
- Observance of a religious holiday (*In order for observance of religious holiday to be excused, parents or guardians must provide the school with a written excuse explaining the observance of a religious holiday. The absence must take place on the actual date of the holiday. Students will not be excused for religious services held during the school day if such services are held at other times of the day. Absentee work must still be made up.*)

Excused:

- Personal illness confirmed by a phone call from a parent/guardian
- Prearranged absences including vacations

Unexcused:

- Truancy

Students are allowed only 7 days of excused/unexcused absences in a semester. After 7 days of excused/unexcused absences, all other absences are considered unexcused. Hardship cases will be considered for exception by an administrator on an individual basis.

If students bring in proper documentation for the absence by a medical doctor, mortuary, or court official, the absence will be classified as verified absence and will not be counted toward the 7 days of excused absence. Such statement should be presented to the main office secretary within 5 school days of returning to school.

When a student accumulates 7 days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to the Lake County Prosecuting Attorney's Office or Child Protective Services, in accordance with Indiana's Compulsory School Attendance Law (IC 20-33-2).

ABSENCE PROCEDURE

When a student is going to be absent, the PARENT should notify the main office by 9:00 A.M. on each day of the absence. If the parent explains on the student's first day of absence that the student will be gone for an extended time (hospital stay, long illness, etc.), then the parent need not call back every day.

If the student is returning to school from a verified absence, he or she must bring documentation verifying the absence excuse to the main office within 5 school days from the day they return. If the documentation is a note from a professional, it should contain the student's name, date(s) of absence, reason for absence, and a signature and be on the office stationary.

For an early dismissal, the parent will send a note stating the time and reason for the early dismissal. A parent or guardian is required to sign a student out of school. If the student returns to school that day, he/she will report to the office before going to class.

VACATIONS

Family vacations are important to build strong family ties. However, taking vacations during the school year hinders a child's learning and affects the school's attendance rate with the Indiana Department of Education. Please schedule vacations during times other than when school is in session. Parents who take a child out of school for a vacation must assume responsibility for any unsatisfactory work or difficulty in school caused by the absence. If parents do decide to schedule a vacation during the school year, a prearranged absence form must be filled out and the principal may request a meeting. Teachers may or may not be able to provide missed work in advance. Student vacations lasting more than five school days are subject to the student being withdrawn and re-enrolled upon return.

MAKE-UP WORK

Make-up-work is a student's responsibility. When a student returns to school, he/she will make up the work within the same number of days as the absence. For example, if a student is absent two days, he/she has two days in which to make up the material. Any time extensions are at each teacher's discretion.

If a student is suspended from school, he/she will be allowed to make up the class work for credit. If a test is given during a suspension, students will take the test the day of return to school or shortly thereafter at the teacher's discretion.

If a student is absent for 3 days or more, a parent may contact the guidance office (middle school) or main office (elementary schools) to request books and assignments that a parent can arrange to pick up.

TARDINESS

A student is tardy to class/school when the bell has rung and he/she is not in the classroom. If a student is tardy to school in the morning, he/she must report to the main office for a tardy admit slip before going to class.

Tardy consequences at the elementary schools are as follows:

- After 7 tardies - a letter will be sent home with the child
- More than 7 tardies in a semester may require a parent conference or referral to DCS

TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she does not show up to school and a parent does not confirm the absence.

Regular attendance at school is required by Indiana state law. Frequent absences of pupils from classroom learning experiences disrupt the continuity of the instructional process. Students whose families insist on regular attendance reinforce the idea that school is an important part of their lives. Parents are urged to make certain that their youngsters are in school each day the students' health permits. Please remember that student attendance significantly impacts our compliance with The No Child Left Behind legislation.

FHH Traffic Flow Map for Arrival and Dismissal:

There are two separate lanes that enter the east lot at the north end. Please determine which lane you are going to use and use the approach lanes as described below. NO crossover traffic is allowed. Enter and stay in the lane you intend to use.

#1 - For cars who intend to keep moving -use the right lane along the curb. Enter the lot by turning RIGHT from the southbound lane of Elmwood Dr. ONLY. Continue driving along the curb and keep the traffic moving. There is NO parking along the curb. You must remain in your car at all times. You may drop off and/or pick up at either **Door J or Door B.** NOTE: At Dismissal, Kdg teachers will walk Kdg students out to sidewalk from individual classroom exit doors, but at arrival, ALL Kdg students enter through Door B.

#2 - For cars who intend to park-use the left lane to enter the lot. Enter the lot by turning LEFT from the northbound lane of Elmwood Dr ONLY. Once in the lot, turn in to one of the two parking lot lanes and find a parking spot. Walk across to the sidewalk to pick up your student. Students can ONLY cross the parking lot accompanied by adult. DO NOT call your student to cross without you. Handicapped Parking Spots are for HANDICAP PERMIT vehicles ONLY. Non-permit cars will be ticketed.



These stop signs indicate **CROSS WALKS.** All car traffic must stop at these cross walks to allow students and adults to cross the parking lot safely. Students can ONLY cross the parking lot accompanied by adult.

EXIT THE LOT. All cars turn right onto Elmwood, and right onto Fran Lin Pky. Please circle around via Oriole Drive if headed to east neighborhoods.

#3 - FOR BUSES ONLY. The front parking lot is for bus traffic ONLY. NO CAR TRAFFIC is allowed to pickup or dropoff in the front lot after 8:30 AM or after 3:00 PM. Do not intercept your child from getting on the bus. All change of dismissal plans should be coordinated through the office PRIOR to 3:00 so that we can ensure the safety of all students.

#4- Adventure Club Entrance - Use Door P via the north lot for Adventure Club dropoff and pickup.

Other Notes: NO PARKING is allowed on the west side of Elmwood Drive.

Walkers - For students who are walking to school, we encourage walking in groups.

Students who live to the north and east of FHH, should exit the building from Door J or Door B and walk along the sidewalk to crossing guard at Oriole and Elmwood.

Students who live to the south and west of FHH, should exit the building from Door A and walk along sidewalk to end of driveway to crossing guard at Fran Lin Pky.

Bike Riders - Students who ride bikes to school should lock their bikes in the new bike racks located outside of Door B. Students can enter and exit the building through Door B. Bikes must be WALKED until student is clear of all pedestrian traffic on the sidewalks.

