

LEE-HAMILTON ELEMENTARY

2017-2018

Parent / Student Handbook

"I am a LEE-HAMILTON EAGLE. I was BORN TO SOAR!"



Dr. Jill Loyet, Principal

401 POWELL AVENUE FERGUSON, MO 63135 (314) 521-6755 FAX (314) 521-6757

FERGUSON-FLORISSANT SCHOOL DISTRICT

Established in 1950, Lee-Hamilton School was named for two pioneers in education in North County, Arthur Lee and Sarah Hamilton. Their pictures hang in the front entrance. Our endeavor is to provide a learning environment where all students can succeed. We are one of seventeen elementary schools, three middle schools, and three high schools that comprise the Ferguson-Florissant School District. Being rich in tradition and attitude, we provide educational services to our residents from early childhood through adulthood. We are happy that you have selected us to educate your child.

FFSD Mission

All students of the Ferguson-Florissant School District will have the knowledge, skills, abilities and attitudes to become productive citizens and lifelong learners in a changing global society.

FFSD Vision

School is a community where people come together for learning experiences that develop responsible and successful world citizens.

Philosophy

The Ferguson-Florissant School District will provide an educational program for students which will prepare them to be citizens in a democratic society. We recognize that the communities and the country they eventually will lead will be complex and constantly changing. As a result, it is incumbent upon us to help students develop the ability to think, a sense of responsibility and a love of learning.

The District is responsible for offering educational opportunities that recognize and celebrate diversity. This requires a curriculum that looks to the future as well as the past and which is represented in a way that accommodates a variety of learning styles, interests and talents. We want our students to experience success that is the result of giving their best efforts to meaningful work. Above all, we believe that every student we teach is valuable and deserving of an education that will help him or her to live a happy, fulfilling life.

DROP OFF (AM)

To ensure the safety of all students, please adhere to the following procedures:

If you are a WALKER, please go to Door 1 and wait for the bell to ring at 8:30.

If you are a CAR RIDER, please go to the back lot. We will escort your child to the building from your car.

The front lot is for BUS and VAN RIDERS only. Thank you for your attention to this.

If you should need to enter the building, you may park along GERALD across from the main entrance.

Please see a staff member if you have any questions. Thank you for your support and understanding as we work to keep all LH students safe!

PICK UP (PM)

To ensure the safety of all students, please adhere to the following dismissal procedures:

If you are picking up a WALKER, please go to Door 15. We will bring your child to you.

If you are picking up a CAR RIDER, please go to the back lot. We will bring your child to you.

Adults are unable to enter the building until all students are safely dismissed (unless you have a scheduled appointment).

Please see a staff member if you have any questions. Thank you for your support and understanding as we work to keep all LH students safe!

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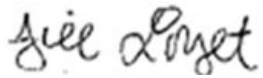
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Dear Students and Parents,

Use this handbook as a resource to help you navigate through this school year. The format reads the same as last year with a few minor changes. We always appreciate your feedback as we work to build our partnership with you and the success of your child(ren).

Please contact me with any questions or feedback. I will be asking you for input throughout the school year and look forward to our partnership.

Sincerely,

A handwritten signature in cursive script that reads "Jill Loyet".

Dr. Jill Loyet
Principal

“Leaders aren’t born, they are made
And they are made just like anything else
Through hard work
And that’s the price we’ll have to pay
To achieve that goal or any goal”
~Vincent Lombardi

2017-2018 Board of Education

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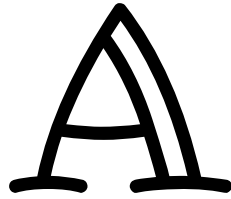
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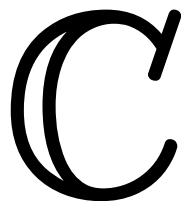
(314) 506-9004



Absent	If your child is unable to attend school, please call the school before 8:30am. You can call the office any time to leave a message. If you've not called by 10:00am, the office staff will call to verify your child's absence.
Arrival	Students are to arrive to school between 8:30am-8:45am. If students arrive after 8:46, they are considered tardy. Breakfast is served from 8:30am-8:45am. If students are tardy, they will not be able to receive breakfast. Students will not be allowed in the building prior to 8:30 as there is no supervision available. If students are early being dropped off, parent contact will be made via letter and/or phone call.
Art	Students attend Art class once per week for 55 minutes. It is recommended that students bring an oversized t-shirt to use as their art shirt when painting.
Attendance	Students need to be at school each day to ensure they are receiving the best education possible. Irregular attendance and tardiness can result in failing grades, academic retention, as well as a referral to outside agencies.
Attendance Hours	A student's full day of attendance is 8:45am-3:30pm.

B

Band	Band is for students in grades 4-6. Several concerts are held during the year. Information about classes and instrument rental can be obtained from the band teacher, Ms. Donohue.
Bicycles	Lee-Hamilton is not responsible for damage to or loss of bicycles. If students are riding bikes to school, they are not allowed to ride them on school property to ensure the safety of all students.
Birthdays	Please contact your child's teacher regarding birthday treats for your child. Items must be store bought (not homemade). Cupcakes are recommended as they are easy to distribute and do not take too much time from instruction. Please schedule a time with your child's teacher to bring in these treats for your child.
Board of Education	BOE meetings are held on the second Wednesday of each month at 7pm in the Board Room of the Ferguson-Florissant Administration Building (1005 Waterford Dr., Florissant, MO 63033)
Breakfast in the Classroom	Every child will receive free breakfast in the classroom (8:30am-8:45am). Students arriving after 8:45am (students who are tardy) will be unable to have breakfast as instruction begins at that time.



Character Traits	Lee-Hamilton Eagles will focus on three character traits this school year. They are Care, Respect, and Self-Control. You'll hear the phrase "Lee-Hamilton CaReS" (Caring, Respect, and Self-Control).
Closing	<p>When weather or other conditions make it necessary to close school, an announcement will be made on the following radio and television stations : KMOX 1120am, KLOU 103fm, KXOK 630am, MIX 97.1fm, Y98fm, MAJIC 108fm, KEZK 102.5fm, IX COUNTRY 106fm, VWRTH 1430am, KTVI Channel 2, KSDK Channel 5. Announcements will be made with the 6am broadcast. You can also call the district at 314.521.6756 and press 4 to find out about school closings.</p> <p>There may be instances where the school would need to dismiss early when not planned (weather, power, plumbing, heating, etc). Staff will attempt to notify you in these situations, but please be sure you have a contingent emergency plan for your child if these situations should occur. Please be sure all contact information and emergency contacts are up to date!</p>
Concerns	If you should have a concern, please contact the classroom teacher or person you have a concern with to attempt to clarify the facts and correct the situation. We at Lee-Hamilton, are committed to what is best for all students. We have a team of teachers, counselor, special educators, and more who are available for support and consultation. If you've contacted the person you have concerns with, and feel you need further support, please contact the principal.
Counselor	The counselor at Lee-Hamilton works with students in multiple capacities including individual counseling sessions, small group counseling sessions, classroom lessons, and more. The counselor is also available to meet with parents as needed. Please feel free to contact the counselor (and teacher) if there are changes at home that you feel are important to share with us as they may be affecting your child at school as well (divorce, death in the family, new sibling, moving, etc).
Curriculum	The district provides curriculum guides per grade level as needed. You may contact the Curriculum and Instruction Department at 314-.506-.9000 to request one.

Lee-Hamilton follows the Missouri Learning Standards / Common Core State Standards for instruction. You may access those standards for each grade level at :
<http://www.missourilearningstandards.com/>

D

DARE	In partnership with the Ferguson Police Department, we offer DARE to our 5th graders each year. DARE is a weekly program in which a Ferguson Police Officer presents sessions for students in resisting peer pressure and substance abuse. At the conclusion of the program we have a DARE graduation ceremony. At times our 5th and 6th graders will have the opportunity to attend evening DARE Dances. It is an opportunity for those students to socialize in a safe environment with age appropriate peers.
Data Notebooks	All students will have and are expected to maintain Data Notebooks throughout the school year. These serve multiple purposes for the students. In one notebook students review their mission statements, track their attendance, behavior, and academic data, goals and goal progress. These notebooks may also include their student planner, classroom expectations, routines and procedures, and more. It is essential that these are at school each day. These prove to be excellent communication tools between school and home.
Dismissal (Regular Time)	<p>Students dismiss school from 3:30-3:45pm. Late pick up is considered 3:45 pm. If students are late to be picked up parent notification will be made via letter/phone call.</p> <p>If your child is going home in a way other than their "normal" dismissal routine, that change MUST be sent to school in writing (note, email, fax). If we do not have written permission, your child will be sent home via their "normal" dismissal routine.</p> <p>We ask that students not be picked up between 3:00-3:30pm to reduce confusion with busy office staff, teachers, and students so close to dismissal time.</p>
Dress Code	In order to ensure safety and a focus on instruction, we ask that students NOT wear the following items : sagging pants, flip flops, spaghetti straps, bandanas, head wraps (sweatbands), and hats. We also ask that students NOT bring picks and brushes. Please also note that shorts / skirts /

dresses should be at least finger length when arms are to their side. Leggings / tights should be worn with a top that meets the same length requirements as shorts / skirts / dresses (above).

E

Enrollment

Students enrolling at Lee-Hamilton must first register at the district admissions office at 1005 Waterford Dr., Florissant, MO 63033. Their phone number is 314-506-9960. You will need to have the following documents :

- Proof of Residency (mortgage, lease, property tax, occupancy permit)
- Verification of Child's Age (birth certificate)
- Verification of Immunization and Physical Exam
- Previous Academic Records (the school will request records from your previous school, but feel free to bring any copies (ex: report cards, standardized test scores, special evaluations, IEPs)

3080 STUDENT RECORDS A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes regulation or agencies and shall include other information considered necessary by school officials. The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or document in the educational record, of the student includes information on more than one student, the parent or guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained, in the document or material. The District has adopted procedures for the granting of parental requests for access to the educational records of their students as soon as possible, but in no case more than forty-five (45) days after the request is made. All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardian or eligible students. The District designates the following items as Directory Information: Student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The District may disclose any of those items without prior written consent, unless notified in writing to the contrary by parent/guardian. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedure of the District, may inspect the records relating to each student without the consent of the parent/guardian or eligible student. The District will comply with the mandates the Family Educational

	Rights and Privacy Act, Safe Schools Act, and pertinent federal and state statute; regarding confidentiality of student records and disclosure of personally identifiable information.
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F

Field Trips	Educational field trips that support curriculum and instruction are scheduled at various times per year. Parents are informed in advance of the date, time, transportation, cost, etc. Written permission is required for your child to attend. We cannot accept verbal permission.
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G

Gifted Programs	The Ferguson-Florissant School District operates a gifted and talented program called PROBE (Personal Research Opportunities for Better Education) and Firecrackers (for 1st grade). Students who qualify according to the guidelines would attend a full day of classes weekly at the PROBE center for grades 2-5 (located at Duchesne Elementary). Students are transported via district transportation.
Grades	Student progress reports are sent home at the mid quarter point for each quarter. Student report cards are sent home following the end of each quarter. These reports are an effort to keep you and

your student informed of their progress throughout the year. Please check the calendar included in this handbook for dates.

Grades are reported in the following ways for each grade :

Kindergarten

X = Mastered (Consistently able to do)

O = Not Mastered

Kindergarten Effort Grades

3 = Consistently

2 = Showing Progress

1 = Not Yet

Grades 1-2

G = Good progress (90% & above)

S = Satisfactory progress (89%-70%)

M = More progress needed (69% & below)

Grades 3-6

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% & below

Grades 1-6 Effort Grades

4 = Outstanding (Advanced)

3 = Satisfactory (Proficient)

2 = Needs Improvement (Basic)

1 = Unsatisfactory (Below Basic)

III

Homework

Lee-Hamilton has established the following general guidelines for homework. Please keep in mind that time requirements are approximate due to variation in individual abilities and work speed.

Kindergarten = 10 minutes per day

Second Grade = 20 minutes per day

Fourth Grade = 40 minutes per day

First Grade = 10 minutes per day

Third Grade = 30 minutes per day

Fifth Grade = 50 minutes per day

	<p>Sixth Grade = 60 minutes per day Students should ALSO be reading an AR book 20 minutes nightly. If your child may not have homework, it is suggested that you continue to practice reading, spelling words, math facts, sight words, etc.</p>
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II

<p>Interventions</p>	<p>As stated on the front cover, Lee-Hamilton's theme is "I am a Lee-Hamilton Eagle! I was born to soar!". Some students may need an extra boost to help get them to that goal. We will be sending home more information about how your student is receiving intervention for their needs throughout the school year!</p>
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J

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K

L

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Library	The library is open each day during school hours for students to check out / return books, take AR tests, and research topics. Students also receive instruction during their library visit. Library fines are assessed for damaged library materials; however, students are encouraged to report these damages to the librarian in an effort to repair them first at a lower cost. If students are late turning in a book, it does prevent them from checking out additional books during their next visit.
Little Creek	With initial funding from the federal government in 1968, the Ferguson-Florissant School District had the vision and foresight to acquire 97 acres for a nature and wildlife refuge that has served students as an experiential science classroom. Known as Little Creek Nature Area, this natural preserve serves all students, Kindergarten through 12 th grades, through a curriculum that offers unique hands-on learning experiences unparalleled in other school districts throughout the metropolitan area. Little Creek is located on Dunn Road, and offers students an opportunity to study a variety of biological and interrelated subjects in this beautiful and natural setting. Little Creek is a favorite with teachers, parents, and students. Little Creek's animals, insects and vegetation provide a wealth of learning opportunities for our community.

Lunch	All meals served meet requirements of the U.S. Department of Agriculture (USDA) and include milk or juice. The Ferguson-Florissant School District will be participating in the USDA's Community Eligibility Provision (CEP) for the 2017-2018 school year, which provides breakfast and lunch AT NO COST to all students in pre-kindergarten through high school throughout the District. This program is fully funded by the USDA (there is no cost to the District). Students will still be able to purchase a la carte items if desired. Students are assigned a pin number personal to them which deducts money from their account with each meal purchase. You will be notified when their lunch account is running low. You may pay in the cafeteria or you may pay online.
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M

Music	Students attend music weekly. Specific grade level programs and activities are developed to enhance student learning and connect to classroom standards/concepts.
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N

Nurse/Health Information	Illness at School If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the registration card is called and asked to care for the child until a parent can be notified.
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It is essential to have a current emergency phone number on file in the office.

A child with an oral temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours. A child who is vomiting will be sent home immediately, if possible. Individual consideration will be given to each child's symptoms before the child is sent home.

Immunizations

Required immunizations should be completed prior to registration. At no times will students be permitted to attend school without proof that they have been immunized or properly exempted. Proof of immunization must show types of immunization received and dates.

Medication at School

All medication must be kept in the nurse's office. Those students with chronic health problems requiring daily medication must have a written statement from their doctor. Medication must be in a container from the pharmacy with complete instructions as to time and dose. No over-the-counter drugs may be administered to students at school unless a statement is received from a doctor. Medicine prescribed for a student by a doctor on a short-term basis that is to be given during school hours (example: an antibiotic to be taken four times a day), must be brought to school in the container from the pharmacy with complete instructions as to time, dosage, doctor's name and date. Students are not allowed to keep cough drops. A note must accompany prescription and over the counter medicines from the parent. Please see Policy 3055 for a complete description of the medication policy.

School Physicals

Physical examinations are essential for all kindergarten students, students new to the District, and fourth grade students. The child must have been examined within one year before entering school. An Emergency Health and Medical History Record also must be completed in full by parents.

Screenings

School nurses administer vision, hearing and scoliosis (lateral curvature of the spine) screenings to students. Parents will be notified if there is a concern. Services of registered nurses are available to all students.

· Vision Screening: The school nurse gives vision screenings to all students each year. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

· Hearing Screening: Every school year the Special School District Audiology Department provides hearing screenings for the following students: Kindergarten, 1st Grade, 3rd Grade, 5th Grade, new students, Special School District students, and any students with a hearing concern. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

· Scoliosis Screening: Scoliosis screening (curvature of the spine) is done every year on all 4th, 5th and 6th grade students by the school nurse. A written notice is sent home prior to the screening with the date and suggested clothing appropriate for the screening. If you wish for your child to be exempt from this screening please send a written notice to the school nurse.

Health Department Requirements

Treats (cupcakes, brownies, cookies, etc.) must be store bought and in individual wrappers. Drinks provided must be store bought and unopened. If possible, individual containers are preferred. We highly recommend healthy snacks in lieu of high fat snacks.

Human Growth and Development

The Ferguson-Florissant School District will be having the Human Growth and Development Program for the fourth, fifth and sixth grades. You will be invited to view the films that will be shown to your child so that you may become better aware of this facet of the curriculum and its value to your child. The school nurse presents this program to the students. All parents are given the opportunity to view the curriculum (films and reading materials) for the grade levels at the Administration Building. A letter is sent home to parents with the date and time of this presentation. If you wish for your child to be exempt from this program, please send a written notice to the school nurse. The program for the 4th grade levels consists of reading the material in class prior to viewing the film. The boys and girls are in separate groups for this program. The

program for 5th and 6th grade consists of a video followed by a question and answer period. The boys and girls are typically together for this program.

Communicable Diseases

Parents are required to have their children immunized against communicable diseases (see immunizations). There are some communicable diseases where this is not possible. If your child contracts a communicable disease and has to stay home for a long period of time, each teacher will make arrangements for makeup work. If you are not sure when your child should be sent back to school, call the school nurse or your physician. We prefer that children make a complete recovery so they can resume normal activities when they return to school.

Conjunctivitis or "Pinkeye"

Symptoms usually include eye inflammation, itching, matting and discharge. The child should remain out of school until all symptoms have disappeared or until written permission is received from a physician.

Head Lice

Usually the only symptoms are itching of the scalp and the presence of tiny, white eggs or nits that cling to the hair shaft. Students will be sent home immediately when the school nurse determines head lice. Parents will be contacted to discuss the incident. After treatment with a special shampoo and removal of all the nits, the child may return to school. The school nurse must recheck students prior to returning to the classroom. Students from the classroom where head lice were discovered will be examined.

Emergency Forms

This form contains vital information pertaining to your child's health and should be completed and returned with your child on the first day of school. The telephone number of the student's family doctor must be listed on this form. For your child's safety, please notify the school of any changes in medical information or telephone numbers immediately.

Excuses from Physical Education or Outdoor Activity

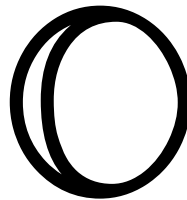
Students may be excused from going outside or from P.E. class upon receipt of a note from a doctor. This note must state the reason for the excuse, specify the dates the child should be excused, and must be approved by the principal. Students who are excused from P.E. will not be allowed to go outside at recess. Any extension of time to be excused for specific illness may be granted upon receipt of a signed statement from a doctor stating that: (a) the child should be excused from outdoor activity and P.E., and (b) the duration of time for which the excuse applies.

Home Teaching for Long-Term Illness

If your child must be out of school for a prolonged period, contact the principal as soon as possible so that it can be determined whether your child qualified for services which would bring a teacher to your home or to the hospital.

School Violence Hotline

On October 1, 2001 Governor Holden announced the establishment of a school violence hotline that allows students, parents and citizens to call a toll-free number and report potential threats affecting schools, students and school personnel. The hotline is in operation from 7:00 a.m. to 6:00 p.m. Monday through Friday (except holidays). The phone number is 1-866-748-7047.



Office Hours	The office is open from 7:30am-4:00pm. You may also contact the school by phone and leave a message at any time (314.521.6755).
Orchestra	Orchestra is for students in grades 3-6. Several concerts are held each year. Information about classes and rental of instruments can be obtained from the Orchestra teacher, Ms. Peach.

P

Parent Leaders (PTO)	<p>All parents are encouraged to become active participants in the school's Parent Leaders group. PTO meetings will happen monthly (please see the calendar included with this handbook for dates). A goal of our PTO is to increase family involvement at meetings by providing useful resources for parents at the meetings.</p> <p>Please feel free to contact our PTO members with questions (angelaclayton2010@gmail.com)</p> <p>President - Angela Clayton Treasurer - Melanie Watson Historian - Parent Leader Needed</p> <p>Vice-President - Janice Bugett Secretary - Parent Leader Needed</p>
Parent-Teacher Conferences	<p>Parent-Teacher Conferences are held in October (please see the calendar included with this handbook for dates) and 100% parent/teacher participation is the expectation. This is an excellent time to review the goals of your child and grow our school and family partnership.</p>
PE	<p>Students attend PE classes three times weekly for 30 minutes each. They must wear gym appropriate tennis shoes to receive credit for participation (a part of their overall grade).</p>
Personal Items	<p>Skateboards, roller blades, scooters, toys, video games, radios, tape players, cameras, collections, electronic items, sports equipment, expensive jewelry, large amounts of money, and other personal items are not allowed at school. If your child should choose to bring one, Lee-Hamilton is not responsible for lost or damaged items. It is strongly discouraged for students to bring cell phones to school; however we do understand the safety need for some students and families. If your child brings one, they are required to turn it into the office each morning for storage in our office vault. They may pick it up at dismissal from the office. If a student brings a phone and does not turn it in, when it is found :</p>

	<p>1st Offense - phone is taken from student, stored in vault, parent contacted, parent must pick up</p> <p>2nd Offense - see 1st Offense, and student is unable to bring phone back to school for remainder of the year</p>
Phone Calls (to teachers)	Teachers are not allowed to make or receive phone calls during instructional times. If you need to contact a teacher, you will be directed to their voicemail between the hours of 8:30-3:45. If you and your child's teacher schedule a time in advance, the teacher will let the office know, and they will send your call to the room. We appreciate your understanding as we try to protect instructional time for the students and teachers.
Phone Calls (to/from students)	Students are only allowed to call home in case of an emergency or if there is an urgent need. If you should need to contact your child during the day, please speak to / leave a message with the office staff and we will do our best to accommodate your needs. Please call prior to 3pm to ensure your child gets the message.
Pictures	Lee-Hamilton will have two picture days - one in the Fall and one in the Spring (please see the calendar included with this handbook for dates). Students who miss or need to retake Fall pictures will have a make-up day later in the Fall.

Q

Questions	<p>Your child's teacher is the first line of defense when you have questions! Please see "Phone Calls to Teacher" above for more information. You may also call our office and Mr. Hill and/or Ms. Washington are happy to assist you. The counselor is another staff member willing to help. Dr. Loyet is also available at any time to answer your questions or concerns!</p>
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R

Recognitions	<p>Students have multiple opportunities for recognition / awards / motivation for showing their hard work and leadership at Lee-Hamilton :</p> <p><u>PBIS Recognition</u> - Any student may be recognized for being "soaring high" and will be entered into weekly drawings. One of the drawings will be a school t-shirt that each student will receive before the end of 1st quarter by having their name drawn for following our High Fives.</p> <p><u>Eagle Buddies</u> - Older and younger classrooms are paired together to allow the older students to mentor and model leadership qualities and work. These groups get together in the mornings during our Early Dismissal days.</p> <p><u>Eagle Buddy Assemblies</u> - The Eagle Buddy groups get together monthly to have activities related to PBIS, practice being a leader, and work on leadership service projects.</p>
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S

Scouts (Boy and Girl)	Brownies, Girl Scouts, Cub Scouts, and Boy Scouts are offered through the community and often times meet at LH after school. Information goes home with each child at the beginning of each year.
Sign Out	Students are only released to their parent/guardian or someone you (the parent/guardian) has listed on the student information sheet. Please be prepared (and let others know) to show ID to the office

(a student from school)	staff when you sign out your child. We will call the child to the office to be dismissed. It is encouraged to write a note to your child's teacher to let them know your child will be leaving early.
Special Education	Lee-Hamilton has a strong support for special education with a partnership with Special School District. We have three program classrooms that serve students with Autism as well as resource level classrooms for students with other support areas. Please contact the counselor with your special education questions.

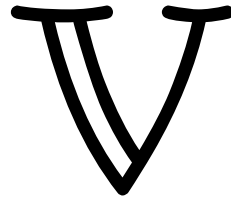
T

Technology	Students visit the school computer lab weekly for a variety of purposes : STAR testing, AR testing, myOn reading, math, research, keyboarding, and more.
Testing	Students in grades 3, 4, 5, and 6 will take the Missouri Grade Level Assessment. This replaces the old Missouri Assessment Program (MAP) test. These tests occur typically in May. Students will also take several content area assessments within their classroom as well as Common Formative Assessments (CFAs) to check their progress along the way.

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Updates	We always need a working number to contact you and your emergency contacts. If at anytime you or an emergency contact changes your contact information please log into the Parent Portal
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<https://sis.fergflor.org/FF360/apphost/TylerSis#/parent>) and update that information. If you do not have access to the Parent Portal please stop by and sign up in the office.

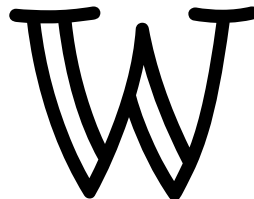


Visiting

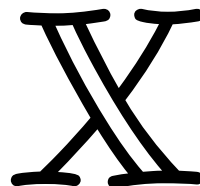
Visits to classrooms must be scheduled in advance with the classroom teacher. These should not interrupt instruction or the privacy of other students.

To ensure school safety, all visitors must sign in at the office and get a visitor's badge. In order to ensure instruction begins on time, parents will be unable to walk children to their classrooms starting Monday August 22nd. If you are visiting during instructional time without an appointment, you will not be able to visit the classroom. Parents are not allowed to visit the classroom after 8:45am as instruction has begun (unless you have an appointment scheduled).

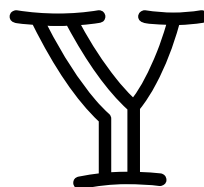
Policy: 8020 CLASSROOM VISITATION: Parents or guardians are welcome to schedule classroom visits to be supportive of their student's education. These visits shall be scheduled in advance with the teacher and principal prior to the actual visitation. In order not to disrupt the instructional process or violate the privacy of students and for safety and security, these visits will be for observation only, not for parent conferences. Adopted 04/98, Revised 05/00, 04/12



Weather	Please be aware of the changing weather! Students will be outside for recess each day unless it is raining or there is extreme cold weather. Please dress them appropriately or send layers.
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Exits / Entrances	The main entrance in the front of the building (DOOR #1) will be unlocked during student arrival times between 8:30am-8:45am. The rear entrance in the back of the building (circle drop off - DOOR #14) will be unlocked during student arrival times between 8:30am-8:45am. All doors will be locked at 8:46. Please use the buzzer on the right of the main entrance doors (DOOR #1) to call the office to enter the building. Please state your name, child's name, and reason for your visit. Please understand this is to ensure the safety of all students at Lee-Hamilton.
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You (the parents)	Lee-Hamilton wants to thank you, the parents and guardians, for trusting your children to us each day. We love each student and work hard to help ALL students achieve at high levels. Your hard work and support at home makes this even more possible. You are the key to your child's success!
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FERGUSON-FLORISSANT SCHOOL DISTRICT

One District United

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.