

# Welcome Back to School, Hamilton - Parsons Bulldogs! 2024-2025

Important Information to Kick-Off a Great Year



## Open House/Meet the Teacher Night: Wednesday, August 28, 5:30pm-7:00pm

All Hamilton-Parsons **students and their parents** are encouraged to join us for Open House/Meet the Teacher Night, which is scheduled from **5:30pm-7:00pm on Wednesday, August 28**. This is a night for everyone to meet the teachers, learn about the class, and see the school. You are also welcome to bring your child's school supplies, which makes for a much lighter backpack on the first day of school!

After visiting the classroom, students can also enjoy playing with one another.

You do not need to stay for the entire time, even just coming by for a few minutes to greet the teacher and learn about the class will **help set the stage for a positive partnership this year!**

### SCHOOL TIMES

School starts at 9:03am and dismisses at 3:58pm.  
Students are NOT to arrive at school any earlier than 8:50am.



**Student Information Update:** If you have not done so already this summer, go online to review and update information for your students. Even if you have no changes, you are required to login to the PowerSchool Parent Portal to update and confirm the information by the start of school. You should have received a mailing with your login information from the District Office back in July. The parent portal can be accessed on the main page at [Romeok12.org](http://Romeok12.org).

**Let's Ride the Bus!:** Bus route information will be on the [www.romeok12.org](http://www.romeok12.org) website. Click on the School Bus icon on the district home page and follow the prompts. **Students are STRONGLY ENCOURAGED to ride the bus to and from school daily, which will help with congestion in our parking lot.**



## First Day of School: Tuesday, Sept 3

Our first day of school is a half day schedule (9:03am-12:12pm) for **grades 1-5**.

For **young fives** and **kindergarten** students, parents will bring their child for a scheduled visit on the first day. Please refer to the staggered start sheet included in this mailing for Y5's and Kindergarten families **ONLY**.

# Parent Transport Arrival and Dismissal Procedures

**ATTENTION: Our parking lot flow has changed. Please follow the arrows that are painted on the concrete. Cars will now enter and pull along the curbside. Please do not park at the curb.**

## Morning Arrival - 8:50-9:03 (Tardy bell rings at 9:03)

- Classroom teachers will be greeting students inside of the building. **Parents MAY NOT accompany students into the building under any circumstances**
- Please do not drop off your child any earlier than 8:50.
- **Due to limited parking, parents are STRONGLY ENCOURAGED to use our drop-off lane by the curb.** When using the drop-off lane along the curb, parents should **pull all the way down to door #14 which is located by the gravel part of the parking lot**, let their students out safely, then move along so that the next cars can drop-off. **There is NO parking in the drop-off lane and drivers must NOT exit the vehicle!**
- If you choose to park and walk your child to the front entry door, use caution and watch for vehicles. Abide by all regular parking rules, including leaving disability accessible spaces for drivers with the proper designation. Do not block driveways.
- All Students will enter through Doors # 1 and #5.
- All students getting breakfast will head to the Cafeteria after entering.
- SACC students will proceed from SACC area and go directly to their classroom.
- All students who are tardy (later than 9:03) will enter through the main office doors. Parents, please accompany late students into the office where you will sign in them in for the day.
- All visitors, must check in at the office

## Afternoon Dismissal - 12:12 on ½ days, 3:58 on full days

- **Students are NOT allowed to walk through the parking lot unaccompanied.**
- Any children waiting with parents in the parent pick-up area **MUST** be supervised by their parent and are prohibited from climbing, running, throwing items, or playing in the parking lot. Please exit the parent pick up area with your child(ren) as soon as they are dismissed to free up more parking for others.
- **You MUST always communicate your child's dismissal plans with your child's teacher.**
- Students who are parent pick-up at the end of the day, will exit their classroom's exterior door. Young Fives will dismiss at the main office doors.
- Students will only be released to parents at the classroom door. If you have multiple students to pick up, let your child know that the younger student may be picked up first. You can begin picking up students at 3:50pm (half days 12:05) at their classroom exterior door until 4:05 pm. Any student being picked up later than 4:05 can be picked up from the main office.
- Bus students will use the exterior classroom doors and walk directly to their bus when it's announced over the P.A. system. Staff will be outside to help assist.
- SACC students will use the hallways to walk to the cafeteria where attendance will be taken.
- Change of dismissal procedure, must be either: phoned into the office (at least a half hour before dismissal) OR a note in writing to the teacher. Please do not email teachers or Mrs. Elter this request as they do not check their emails while instructing students or working in the office during the day.



# Must Have Information

Please keep handy this information for use throughout the year.

## DAILY INSTRUCTIONAL SCHEDULE - 9:03am-3:58pm

1st Arrival Bell: 8:58 am

2nd Arrival (Tardy) Bell: 9:03 am

Dismissal Bell: 3:58pm

Half-Day Dismissal Bell: 12:12pm

## Ham- Par Parent Teacher Team Meetings

Sept. 10th Parent Meeting 4:05- Media Center

Oct. 8th Parent Meeting 4:05- Media Center

Nov. 12th Parent Meeting 4:05- Media Center

Dec. 3rd Parent Meeting 4:05- Media Center

Jan. 14th Parent Meeting 9:30- Cafeteria

Feb. 4th Parent Meeting 9:30- Cafeteria

Mar. 4th Parent Meeting 9:30- Cafeteria

Apr. 8th Parent Meeting 9:30- Cafeteria

May 6th Parent Meeting 9:30- Cafeteria

## STAY CONNECTED

Your child's teacher will communicate through Google Classroom and email. Always keep an updated email address on file to receive School Messenger Communications from the school and district. If you have not done so already, be sure to also [opt-in to School Messenger Text Messages](#) to get important school and district updates.

## ABSENTEE CALLS / NOTES

If your child is ill, please remember to call the school attendance line at **586-281-2050 before 9:30am**. Please give us the spelling of the child's last name, teacher's name, and reason for absence. The answering machine is on 24 hours a day. If your child needs an early dismissal, please send in a note to the teacher, who will forward the information on to the office. **It is very important to include the child's last name on all notes and envelopes with money.** Due to the busy end-of-school day in the office, **please call us no later than 3:30pm** with any changes to your child's dismissal schedule.

## MEDICATIONS

Hamilton-Parsons maintains and follows State of Michigan school policy regarding the dispensation of medication: Any medication, whether sold over the counter or dispensed by the pharmacist, must be brought to the office by the parent/guardian. Students may **NOT** bring medication(s) to school.

There **MUST BE** a "Medication/Treatment Consent" form completed and signed by the attending physician and the parent guardian. This form must be filled out whether the medication is sold over the counter or dispensed by the Pharmacists. Forms are available in the School's office. If your child has asthma, severe allergies, epilepsy or diabetes, a asthma, allergy, seizure disorder or diabetic medical action plan form **MUST BE** filled out and returned to the school office. All medication must be in the original container, clearly labeled with the student's name, the dosage, the doctor's name and phone number. Forms are also available [here](#).

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### VISITORS/VOLUNTEERS

All visitors/volunteers must enter the building through the main door into the secure lobby area. Ring the doorbell inside the lobby and front office staff will communicate with you through the intercom system. **Please be prepared to have your driver's license run through Raptor, our visitor management system**, in order to access the building beyond the lobby and office.

If you plan to volunteer for school or classroom activities, **you must fill out a volunteer form to have a background check prior to volunteering or chaperoning a field trip**. Please contact the main office or your child's teacher to get a volunteer form.

### FOOD SERVICE INFORMATION

One free breakfast and one free lunch each day is again available at school for the 2024-25 school year thanks to Michigan School Meals funding! Seconds will not be available for students. Families will need to complete an Education Benefits Form, as this can qualify your student and our school for additional benefits! Please visit <https://romeo.familyportal.cloud> and click "apply for benefits." Students will indicate to their teacher each morning upon arrival if they are ordering a school breakfast and/or school lunch. Breakfast and lunch menus will be available on [www.romeok12.org](http://www.romeok12.org) under "[Lunch Menus](#)" at the top of our school home page.

### WATER BOTTLES

Students are encouraged to bring a full water bottle to school daily. Please label your student's water bottle with their first and last name to avoid mix-ups. We have water bottle filling stations that students can use to refill their water bottles as needed.

### BIRTHDAY TREATS

At Hamilton-Parsons, we believe that birthdays are an important part of a child's life and we want to recognize them at school. For students who would like to bring items to share with their class on their birthday, they are encouraged to bring a small Non-Food surprise to school (for example - pencil, eraser, stickers) to give to each classmate. If you choose a food item, please consult with the teacher ahead of time.

### TOYS & CELL PHONES

Toys and cell phones are NOT allowed to be brought into school. These items are a distraction and cause a variety of problems when brought to school. PLEASE, leave them at home. Students are never permitted to message/make calls on smart watches during the school day.

### 2 NEW PROGRAMS!

Capturing Kids Hearts- **Hamilton-Parson's "why" behind this program is to establish a strong foundation built on relationships**. Please visit: [www.capturingkidshearts.org](http://www.capturingkidshearts.org)

Positivity Project -**Hamilton-Parson's "why" behind this program is to build students, staff, families, and communities knowledge of the 24 Character Strengths. This will provide self confidence and appreciation of others' differences**. Please visit- <https://posproject.org/character-strengths/>

*As always, it's a beautiful day to be a Bulldog!*



# Hamilton-Parsons Arrival & Dismissal Parking Lot Map

