

PARENT – STUDENT HANDBOOK

HAMMOND LOWER SCHOOL



Hammond Lower School

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HAMMOND LOWER SCHOOL

Whom to Call?

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(Attendance, Pick up and Drop Off, Messages and General Information)

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Mike Harmon Ext. Day Director/Summer Camp Director 776-0295 Ext: 2005

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Contact for Hammond's Website Parent Portal Log-in Information

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Welcome

Welcome to Hammond Lower School!

It is the hope of all who teach and work at Hammond that you will have an exciting and rewarding year. This handbook is required reading for all parents. While it is designed to serve as a guide for appropriate actions in our community, it cannot possibly be all inclusive. The quality of our time together is, in large measure, dependent on each person's commitment to follow both the letter and spirit of the rules of the school.

Mission

Hammond offers a college-preparatory curriculum which promotes the love of learning for a lifetime. The school embraces the Judeo-Christian tradition of moral and ethical values, but respects all religious beliefs and traditions and seeks applicants of all races, religions, and nationalities. The Mission of Hammond School is to instill in students a commitment to academic excellence and recognition of individual potential that will contribute to the development of their characters.

Lower School Philosophy

The Hammond Lower School celebrates the uniqueness of the young child by capitalizing on their innate sense of curiosity and the desire to belong to the larger world. We believe that each child has talents and strengths waiting to be discovered and challenged by an engaging and diverse curriculum. By working in partnership with each family, the Lower School experience is one in which children value learning, are happy and self confident and know they are part of larger community.

The Hammond Lower School has a strong commitment to academic excellence in which our success is measured by children who are challenged and motivated to acquire and stretch increasingly difficult skills and concepts. Our dedication to a solid core curriculum enables our children to create rather than imitate; to analyze, not just memorize; and to question, not simply accept. The Lower School seeks to foster and model active learning rather than passive learning and to provide a forgiving atmosphere in which children can utilize experience to build success.

Intellectual growth is supported by equal emphasis on social, emotional and physical development. The Lower School strives to develop self confidence with a curiosity about the world and respect for other people and cultures. A strong sense of community promotes the development of empathy, awareness and acceptance of self and others.

Lower School Faculty and Staff

Lower School Head

Julie Brooks

Lower School Assistant

Kelly Augenstein

Extended Day/ Summer Camp Director

Mike Harmon

Pre-kindergarten

Jenna Barrett
Lisa Chapman
Lynn Harvin
Liz Jones
Marianne Miot
Leigh Pound

Kindergarten

Renee Adams
Kelly Derrick
Lauren Eynon
Jennifer Hall
Kathy Hydrick

Adair Keenan
Liddy Nidiffer
Elizabeth Reading
Elizabeth Tuller
Traci Waite

Grade 1

Cindy Driggers
Jan Jenkins
Elizabeth Manning
Kathie Schumpert

Grade 2

Suzanne Anderson
Kathy Bouknight
Diane Dobbs
Linda Long

Grade 3

Mary Best
Megan Harrison
Julie Johnston
Susan Todd

Grade 4

Andrea Clarke
Barbra Dreesen
Harriet Kneece
Kris Teeter

Extended-Day Teachers

Bibs Babson
Katie Bunch

Kiva

Grace Pearson
Debbie Hyatt
Stuart Jenkins
Carol Ehreth

Art

Jim Lalumondier

Computer

Andrea MacFarland

Library

Lisa Conrath

Music

Cherie Herring

Natural History

Tom Mancke

Physical Education

Adrian Pinasco
Eric Kimrey

Spanish PreK/K

Maria Lipsitz

Spanish/Latin 1-4

Sherri Garbowski

Learning Specialist

Courtney Meares

Reading Skills

Scotty Frantz

Arrival and Dismissal

Arrival

The safety of our students is always our first priority. Arrival time for students begins at 7:45 AM. At this time, staff members and 4th grade students, who serve as traffic duty assistants, meet arriving students at the front sidewalk, open car doors, and generally "attend" as necessary. The first bell rings at 8:00 AM, indicating the time for students to be in homerooms; the tardy bell rings at 8:05. Students who arrive after the tardy bell need to check in with the Lower School office to receive a tardy slip and be signed-in by a parent in the Lower School office before entering class.

Early arrival

Supervision for students is available from 7:30 AM to 7:45 AM. All students who arrive during this time period should report to the Kiva where they are met by a supervising teacher. **No student is to arrive at school before 7:30 AM.**

Where do students go between 7:45 and 8:00 AM?

Pre-kindergarten and kindergarten students always go to their homerooms where they are met by their teachers. During times of fair weather, 1st through 4th grade students should report to the Kiva courtyard where they will sit on the boardwalk by grade level and are supervised by teachers. In rainy or uncomfortably cold weather, all students report to their homerooms immediately upon arrival.

How to Drop Off and Pick Up students

Cars may enter the carpool line from the Galway Lane Main Entrance or the Shelley Road Entrance at the Lower School. Cars will be directed to unload at the Fitness Center or down by Mr. Mancke's Cabin. While in the carpool line drivers should always remain in their cars during the unloading process. Staff members or 4th grade students will open the car doors and assist any riders in unloading safely. If needed, the traffic volunteers will gladly walk a student into the building until she/he gains the confidence to do this alone. Please arrange vehicles so children riders may exit from the passenger side (front or back seat). **No student is to be dropped off in the parking lot.** Please be sure to cross at crosswalks at all times. Please do not park on side road areas around the campus, and do not let children off at any other sidewalks other than the front sidewalk or Mr. Mancke's Cabin where there is adequate supervision.

Dismissal for Pre-Kindergarten

Pre-kindergarten children are dismissed at Noon. Drivers who are picking up students at noon should not leave the vehicle if electing to use the carpool line. Hammond staff members will utilize a walkie-talkie system in order to ensure a smooth and efficient loading process; the children will be loaded by a teacher from the passenger side.

Dismissal for Kindergarten through 4th Grade

Dismissal for Kindergarten through 4th Grade is at 3:00 p.m. In order to ensure a prompt and

safe loading process, we ask that parents remain in the car pool line. Hammond staff members will utilize a walkie-talkie system in order to ensure a smooth and efficient loading process. Each person picking up children is asked to display the name(s) of the students riding in the car. This sign should be large enough to be read from a distance, and it should be placed on the dashboard of the car. Children are not allowed on the playground equipment or in the Fitness Center before 8:00AM or after 3:00PM as there is no supervision during this time. Also, we ask for understanding that our staff will be very busy during the loading process and will not be available for conversation until all students have been loaded. Children are never allowed to walk to the parking lot alone to meet a parent who is parked.

Carpool and Parking Courtesy

As a courtesy to others, we attempt to move the traffic line as quickly as possible while being absolutely committed to safety. Here are some **important procedures** that we ask you to follow to help us be courteous, efficient, and safe:

- Please have your children **ready to exit** in the mornings.
- **Please remain in your vehicle.**
- Relocate to the parking lot if you need to pursue a personal conversation.
- Always **pull as far forward as possible** in the loading area before stopping to load/unload.
- If you need to enter the buildings for any reason, park in the parking lot and not the loading area.
- **In an effort to maintain a safe campus environment, we are asking everyone to refrain from using cell phones for calls or text messaging unless parked in a parking space in one of our lots.**

Any changes that you wish to make in your child's regular departure routine must be in writing, signed by a parent, and sent to your child's homeroom teacher. You may also email your teacher to let them know of changes.

Late departures

Late departures are handled in the following way. Pre-kindergarten children not picked up by 12:15 PM will be taken to the school office for care. After 12:30 PM, they will be accommodated in our Extended Day Program and parents will be charged by the half-hour. Grade level children not picked up by 3:20 PM will be taken to the school office hallway. After 3:30 PM, they will also enter Extended Day and parents will be charged by the half-hour. Lower School students are never allowed to remain on any part of the Hammond School campus without supervision after the end of the school day.

ATTENDANCE PROCEDURES

The annual school calendar provides a number of favorable vacation periods. Family vacations and outings should be planned for these student holiday breaks. In a strong academic environment such as Hammond School, regular attendance is vital for student achievement. Please do not take your child out of school unless it is absolutely necessary. Occasionally, family trips may occur while school is in session. It is our policy **not** to prepare advance work for your child to complete during the trip. We will assess the need to make up school work upon your child's return and communicate a plan of action to parents and to the student.

If necessary, absences can be pre-determined for a full day or partial day, please communicate with the Lower School office. **Requests for early dismissal must be cleared through the office.** Parents must come to the Lower School office to sign your child out if he/she needs to leave early. Please do not ask our staff to "have a child ready" to leave early. Reserve enough time to park, enter the building, sign the child out, and meet the child in the office. Upon a parent's arrival, the secretary will call the student to the office via the intercom. Do not collect your child from the classroom. Children will not be permitted to wait alone in the parking lot at any time. Please do not interrupt classes at any time. Messages, late lunches, forgotten books, homework, etc. can be readily conveyed through the Lower School office.

Students who enter school late in the day must be signed-in at the office by a parent.

When a child must unexpectedly miss school (e.g., due to illness), please call the Lower School office (776-0295 EXT. 2000) between 8:30AM and 9:00AM to let us know that your child will be absent. To ensure the safety of our students, the office will call you to verify your child's absence if they have not received a call from a parent by 9:00. If a child is capable of doing some schoolwork at home, the Lower School office can arrange to have the assignments delivered to the school office for pick-up at 3:00. Requests for absentee homework assignments must be in the school office by 10:00 AM for same day pick-up. Last minute requests are difficult to fulfill in the midst of the teacher's busy classroom schedule.

Class attendance records are completed each morning by the homeroom teacher. Students who have been absent from school are requested to bring a signed excuse from parent or guardian upon their return, and give it to their homeroom teacher.

Tardiness presents a frustrating problem. Classes formally begin at 8:05 AM. and information that is vital to the success of the school day is often covered as soon as the 8:05AM bell rings. When students are late and miss this daily orientation, they often find themselves sacrificing valuable time to "catch-up." Please be as prompt as possible as the school day begins. Students who arrive after the tardy bell need to check in with the Lower School office to receive a tardy slip and be signed-in by a parent in the Lower School office before entering class. Students who accrue excessive tardies will be contacted by the Lower School Head.

Extended Day

The Extended Day program at Hammond is the way in which we provide care for our Hammond students after school hours and on some school holidays. This program is designed to be a true extension of the school day. The Extended Day teachers and staff actively promote the social, emotional, and physical development of each child. During the afternoon children will have the opportunity to engage in centers, take part in readers' and writers' workshop, play outside, and take part in many other diverse activities.

Enrichment classes provide an opportunity for our extended day students to develop skills and interests in a variety of areas. Enrollment in after-school enrichment classes is offered to all Hammond students in grades Pre-K-4th grade. In the past we have had such offerings as karate, cooking, writing, hip/hop, and many more. Please refer to the descriptions, fees and registration process on the Extended Day website for more details and information on each class.

Extended Day provides care for Pre-K students from 12:00 p.m. thru 6:00 p.m. on school days, and for kindergarten thru 4th graders from 3:00 p.m. to 6:00 p.m. Full care is also available on many school holidays for an additional fee. It is necessary to pre-register for these holidays. Holiday registration notices will be sent in the Tuesday e-note, prior to the holiday. Please refer to the Extended Day calendar for detailed openings and closings.

Our Extended Day program strives to provide an age-appropriate program with varied activities that build self-esteem through positive interactions and experiences.

HEALTH AND SAFETY POLICIES

Illness

We encourage families to keep sick children at home. When your child is home sick, please contact the Lower School Office between 8:30 and 9:00 to inform us of your child's absence. **Children must be fever-free for 24 hours before they return to school.** Please inform the school if your child contracts a communicable disease such as chicken pox.

Medications

If it is necessary for medication to be given at school, the medicine must be sent in an appropriately labeled container with written instructions regarding dosage and frequency. This must be accompanied by a physician's order. The Prescription Medication Form may be downloaded from the school website. Physicians may provide their own order instructions. Our school nurse or another trained staff person will administer the medication. Over-the Counter (OTC) medications can be administered for a specified duration of time providing you supply the medicine in the original container, the medication is being used as indicated on the package directions, the dose follows the package directions, and you have completed the Non-Prescription Medication Form. Again the school nurse or, if appropriate, a trained assistant in the Division Office will assist. You DO NOT need a physician's order for OTC medications as long as these requirements are met.

Accidents or Injuries

Parents are notified immediately regarding accidents at school. In the event that parents cannot be reached, the person(s) indicated on our emergency medical forms or the family physician will be contacted. In all cases, first aid will be administered with the greatest of care. We will err on the side of calling parents rather than not calling when children are treated in our sick room. In the event of an emergency during which parents or other designated persons cannot be reached, the completed health form authorizes the school to seek treatment from a qualified physician at the nearest emergency clinic.

Fire and Tornado Drills

In accordance with state law, emergency drills are held on a consistent basis.

Emergency Evacuation/Disaster Plans

The city fire department will determine whether we evacuate our campus or not. If deemed necessary to evacuate the campus, the transportation director will be called upon to provide three or more drivers with CDL licenses to drive larger busses. Other Hammond personnel will be selected to drive five smaller busses. These busses shall travel to either Heathwood Hall gymnasium, Williams-Brice Stadium, Interstate Transportation Co., 2511 Trotter Road, off the Sumter Highway or Shandon United Methodist Church on Devine Street depending on the type of evacuation.

Emergency School Closings

In the **rare event of inclement weather**, Hammond will close at its own discretion. Our administration will monitor the conditions and will ordinarily confer with the administration from Heathwood Hall before making any final decisions. Both Hammond and Heathwood hope that by using each other as a resource, we can provide our communities with more prudent decisions in the face of inclement weather. These decisions will be made by 6:00AM the morning of the school day in question. School closings will be announced on WIS TV, (Local channel #10 or Time Warner Cable channel #3), on the school's general voicemail and on our website. In the event conditions warrant an early dismissal, families will be notified through Hammond's Alert Now system. This system leaves a detailed voicemail and an e-mail through the e-mail addresses and phone numbers you have provided to the school. No announcements are made when weather and/or road conditions are not hazardous. Re-opening Hammond after an emergency closing will be at the school's discretion. The announcement of re-opening will be made on WIS TV, our voicemail and our website.

FOOD SERVICE

Pre-kindergarten and Kindergarten Snacks

Snacks consist of nutritious, low sugar items which children enjoy. Our juices are 100% fruit juice. Milk is also served. Adjustments are made for children with allergies or other special requirements. When children celebrate birthdays or half-year birthdays, they may bring a special snack for the class.

Morning Snack Students in grades 1 through 4 are encouraged to bring a healthy snack for recess. Please encourage your child to choose non-sugary snacks as this is more conducive to learning. These snacks should be sent from home.

Lunch

Hammond's Kiva offers a wide array of eating options. A hot entree, deli sandwiches, pizza, and healthy beverages are available. Desserts are offered occasionally. On select days our menu includes Chick-Fil-A, and CiCi's Pizza. Hammond utilizes a "declining balance" system whereby parents may deposit any amount of funds into each child's account. Details about this system are available in our Business Office. As our students check out during lunch, his/her account will be debited. Parents receive monthly statements that reflect daily activity on the account. Students may use this system as frequently or as infrequently as needed for an entire meal or to supplement the student's lunchbox. No child will ever be denied food regardless of the amount in his/her debit account.

For our pre-kindergarten and kindergarten students we will supply parents with order forms in advance, so parents can choose what their child is eating each day. Our Kiva Divas are wonderful at monitoring the food choices for the students in all grades and making recommendations for healthy choices.

COMMUNICATION

Tuesday Envelopes

Our primary communication tools are the "Tuesday e-note" and the "Tuesday Envelope". The e-note will contain essential information about Lower School news, grade-level activities/procedures, and other important information about the life of the school. Every child will also have a large envelope that is sent home each Tuesday. This envelope may contain student work and other important information. This envelope is to be initialed by a parent and returned on Wednesday.

Parent/Teacher Conferences

We schedule one day in the fall to enable parents and teachers to meet together and to discuss each child. Students are not in school on this day. This is a very important feature as strong communication between the school and home is essential to a successful year.

Our teachers, related arts faculty members, and administrators are also available throughout the year to meet with parents. Conferences may be initiated by parents, faculty members, or administrators. Conversations with teachers are also encouraged when needed. If you want to talk with your child's homeroom teacher or another staff member, please call the Lower School office and leave a message or you may contact your child's teacher by e-mail. The teacher or administrator will make every effort to return your call or e-mail within 24 hours.

If you simply need to leave a message, a note will be placed in the teacher's mailbox unless you indicate that there is an emergency. We encourage informal communication. Our teachers appreciate knowing about any major changes at home that may affect a child's behavior or attitude, such as the birth of a sibling, a serious illness in the family, or a parent out of town. We ask that parents respect the needs of staff to care for their own families and personal schedules. Please limit evening phone calls.

Grades and Grading

Letter grades at Hammond Lower School for students in grades 3 and 4 are defined as follows:

3rd Grade	
A	93 – 100
B	85 – 92
C	77 – 84
AC (Area of Concern)	76 and below

4th Grade	
A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	69 and below

Homework

We believe that the purpose of homework is to support previous instruction or to prepare for coming assignments. All homework assignments are made to fulfill specific needs as identified by the teacher. Our homework procedures and requirements vary by grade level. These expectations are communicated at the beginning of the year. Our faculty views homework as student work, and we want to discourage excessive parental intervention. We encourage parents to be aware of assignments, provide the necessary environment, and give emotional support for "at home" tasks. Natural consequences for incomplete work should be left to be resolved between individual students and teachers.

The Lower School is committed to producing life-long readers. Each grade approaches nightly reading in a different way, but the expectation of regular nightly reading remains. Our rule of thumb is that every child should read or be read to for 20 to 30 minutes for five evenings out of seven each week. It is important that parents listen to their child read on a regular basis.

To support this goal, Lower School students have unlimited access to the library. There is no limit to the number of books a child may check out, and we do not impose fines for overdue books. However, we do ask that books be returned in a timely manner so that all students will have access to them.

Back to School Night

Grade level meetings are held for parents during the first full week of the new school year. These sessions introduce parents to teachers, classroom procedures, curricula, and overall expectations. This event is for parents only.

Placement Policy

At Hammond we pride ourselves on maintaining and attracting high quality teachers. Our teachers strive to ensure a dynamic and well thought out educational experience for each child. In addition, our grade level teams work collaboratively to create similar experiences and opportunities throughout the grade.

Our practice at Hammond is to thoroughly assess each child and to make the decision of class placement based on many factors. In creating a class, we look at boy/girl ratio, academic achievement, learning styles, behavior and social interactions, as well as information from the current teacher. While our practice does not allow for parents to make specific teacher requests, we welcome your thoughts in regards to your child's personality, his/her learning style, the environment that he/she thrives in and any particular strengths and needs.

Developmental Enrichment Center

The Lower School at Hammond believes that each child brings unique talents, strengths, and challenges into the school setting. With the understanding that learning takes place along a continuum and that children learn at different rates and in different ways, the Developmental Enrichment Center (DEC) adds an additional level of support to Lower School students. The DEC offers challenge to the intellect, supports learning concepts and developmental growth. All Lower School students benefit from the DEC through learning style inventories, beginning study habits, organization workshops with the older students, and social skills activities with our younger students. Hammond believes that early intervention increases the likelihood of enduring success throughout one's school career. The DEC provides support for students with learning challenges in a small group or one-on-one setting. This assistance is given in consultation with the parents.

The DEC is staffed by a learning specialist, reading skills teacher, and speech pathologist. All Lower School faculty and administration are viewed as part of the collaborative process and work closely with the DEC teachers.

Standardized Testing

As part of the school's evaluation procedures, the CTP4 standardized test from the Educational Records Bureau (ERB) is given to Lower School students annually in the spring beginning in grade 3. These tests are usually achievement measures, which help the school evaluate curricula and give additional information about the student. The results of these tests will be sent home no later than the end of the school year. Parents should be aware that such tests are only one aspect of the ongoing evaluation of student progress.

PARENT INVOLVEMENT

Hammond Parents' Association

This organization exists to serve the school as requested by the Administration and Board of Trustees. Each school division has parents (called a "council") that function as liaisons to the larger Association from their respective division. This highly valued organization sponsors important events that add immeasurably to the vitality of the school. At the beginning of each school year, the Parents' Association publishes its list of activities and projects. All Hammond parents are by definition "members" of this association.

Lower School Council

The Lower School Council serves as the coordinating body of all Lower School volunteer activities. The Council provides support and assistance to the Lower School Head for activities, special events, and program ideas/design as requested by the Head. The Council meets quarterly to conduct business. The Chair of the Lower School Council in addition to presiding at the quarterly meetings also attends and periodically supplies reports to the regular business meetings of the Parents Association Board. Ten committee areas of the Lower School Council divide the following duties: Homeroom Parents, Fall Festival, New Family Hospitality, Screening Day Volunteers, Library Volunteers, Faculty Hospitality, Lower School Representative to the Hammond Annual Fund and to the Hammond Auction, Uniform Committee, and Country of Study.

Homeroom Parents

Each grade level has a parent representative who meets with the Lower School Head and with the teachers they assist to plan activities. These volunteers act as coordinators for spirit-building events in their respective classrooms

Hammond Skyhawk Club

The Skyhawk Club exists to support the school's athletic program. This group is responsible for many "extras" on the Hammond campus for our students who participate in sports and for their fans. Information about membership in this organization is provided as the school year begins. We strongly encourage all Lower School families to attend any of our athletic events. Our little Skyhawks love to cheer on a Friday night!

Friends of the Arts

Recognizing that the fine arts are an essential element in the development of a well-rounded Hammond student, Friends of the Arts supports the entire arts program by fostering awareness that the arts are a valid form of self-expression. In addition, Friends of the Arts supports the faculty and staff of the fine arts departments and supplements the programs with money raised through membership, special events, and playbill ads. We strongly encourage all Lower School families to attend performances, plays and/or concerts.

The Annual Fund and Fund Raising Programs

The Hammond Board of Trustees is responsible for the financial well being of the school. As is the case in all good independent schools, tuition does not cover all expenses associated with educating Hammond students; therefore, a variety of fund-raising strategies exist to meet these needs. The primary vehicle for fund raising is the Annual Fund. This Fund functions as the bridge between tuition and the school's operating budget. The Board of Trustees establishes the targeted amount for the Annual Fund each year, and the Hammond School Development Office provides the technical expertise to coordinate the campaign.

The vitality of an independent school is often measured by the percentage of participation by its constituency in the Annual Fund. A high percentage often merits more attention from foundations as we seek outside funding sources. Each family's participation, even if modest, is vital and gratefully received.

The Parents' Association, the Skyhawk Club and Friends of the Arts also sponsor yearly events aimed at underwriting specific projects. Funds raised at such events are assigned to unbudgeted needs as decided by the officers of these groups in concert with Hammond School Administration.

All gifts to the school, including material gifts and gifts-in-kind, and all fund raising efforts are channeled through the Development Office.

HAMMOND UNIFORM INFORMATION

Please note the uniform and dress code requirements for all grades. Hammond uniforms may be purchased from K&M Uniforms or ordered online from Lands' End. K&M Uniforms is located at 4617 Forest Drive (803-782-4115). The Lands' End phone number is 1-800-469-2222 or you may shop on-line at www.landsend.com/school. When working with Lands' End, you will need Hammond's school code number which is **9000-9318-8**. This code supplies the sales person the approved items in the Lands' End catalog unique to Hammond School.

SPECIAL ACTIVITIES GLOSSARY

Birthdays

Celebrating birthdays at Hammond is important. Each grade level maintains its own way of recognizing these special days in addition to inclusion over the intercom during morning announcements and at Friday-in-the-Kiva. During the school year we also recognize children who have summer birthdays at their "half-birthday" point. Birthday recognition is incorporated into regular recess or lunch schedules.

To diminish the potential for hurt feelings, neither invitations to parties (even if every child in the grade is invited) nor presents are to be distributed at school. Parents and other family members may want to recognize their child's birthday at school by donating a "Birthday Book" to the library in honor of their child. These Birthday Book Club honorees are recognized during our Friday-in-the-Kiva gatherings. Birthday Book Club information is distributed to parents at the beginning of each school year through the Tuesday Envelopes.

Continental Math League

Students in grades 2 through 4 participate in a national mathematics competition several times each year. The tests are administered at school, tabulated, and mailed to the League's headquarters in New York. At the end of the school year, those students who distinguish themselves with outstanding scores are recognized with certificates and medals of achievement.

Field Studies

These trips are an important element of the learning process. Field studies allow our teachers to provide an out-of-classroom experience that reinforces classroom content. Each trip grows out of a specific instructional focus.

Appropriately licensed personnel use school buses, not vans, to transport children. Trips are carefully planned and chaperoned. Occasionally, parents are invited to accompany the student groups on these trips. A parent's role is much like that of teachers' in supplying assistance as needed and outlined by the faculty member(s) in charge.

Tuesday Talk

Tuesday Talk provides the Lower School Head and staff the opportunity to discuss values and relevant issues with the students. A short session in the Kiva, its purpose is to undergird the emotional well being of the students and to establish community standards and values. Topics covered include the importance of valuing individual differences among people, honesty, kindness, compassion, and tenacity. The format often includes a story or object lesson provided by the Head, a teacher, or a guest. Tuesday Talk may be with individual grades in order to address needs or issues unique to that grade.

Friday-in-the-Kiva

Each Friday morning the entire Lower School gathers in the Kiva for singing, skits, stories, and special guest presentations. It is our opportunity to recognize achievements, birthdays, and unique events. This activity is a vital component in the continued growth of our vibrant learning community.

Fall Fest

This action-packed, fun-filled event is schedule on a Friday evening in the fall of each year. The entire Lower School community is invited. The evening includes games booths in each classroom where students can play for small prizes, as well as, many other fun activities and events. There is also a “Goods to Go” store, at which revelers can buy cakes, pies, bread, casseroles, craft items, etc. Vast quantities of family-friendly food are also on hand. All proceeds go to support the Lower School classrooms and professional development for faculty.

Grandparents' Day

This special day in the spring is a much-anticipated opportunity for grandparents to visit their children in their classrooms and enjoy a taste of the Hammond experience. The Development Office coordinates Grandparents' Day.

Fun Day

Although every day is a fun day at Hammond School, the Lower School Fun Day is scheduled near the end of the school year. The students participate in creative track and field type games in multi-age teams. Parents and siblings are invited to watch the games. The day concludes with a family picnic in the Kiva courtyard.

DISCIPLINE

The Lower School staff shares the view that children who feel loved, experience success, and are meaningfully engaged in appropriate material do not often display behaviors which need correcting. When a student demonstrates behavior that is unacceptable to her or his well being or to that of the group, we typically utilize a "time-out" technique to provide an opportunity for a child to re-focus and reflect on better options. Each grade level classroom develops an age appropriate system of warnings and consequences. The loss of a privilege may be used as a natural consequence. We make sure that students understand why they are being disciplined and what choices they can exercise to avoid future repetition. We always attempt to be fair, firm, and consistent.

Items from Home

The following items are not permitted at school: glass containers, water pistols, skateboards, firecrackers, matches, guns, knives, or sharp objects of any kind. We reserve the right to collect such items and not return them. Items used for educational purposes should be cleared with a faculty member and left in their care. Any questions concerning personal items that will be permitted on campus should be directed to the Lower School Head for clarification.

Cell Phones: Hammond does allow students to carry and store cell phones, but their use is highly restricted. Basically, cell phones should not be seen, heard, or in use inside of any school buildings. Students must step out of the buildings to use them.

Please Note: As of 2010, Hammond roads are cell-phone free. Neither parents nor students may use their cell phone to talk or text while driving on campus!