



Jack W. Harmon Elementary School

“Home of the Hawks”

Dear Parents and Guardians,

I would like to extend a warm welcome to all of our new and returning families. Harmon Elementary is a learning community focused on “student achievement” and “sound character”. The staff and I are looking forward to working with you and your children this year. We will strive to continue to provide an exciting and rewarding educational program for each and every student.

The upcoming school year will be my third at Harmon and I am very excited to continue serving as the school’s principal. This year we have many new staff members. Another change is that we will be adding 6th grade to our campus. While planning for the upcoming year I would like to acquaint everyone with some schedules, routines, and procedures that I believe will help us to have a very successful school year.

Kindergarten Hours

School Hours for AM/PM Kindergarten: Mon., Tue., Thur., & Fri.-8:15-11:05AM/12:15-3:05PM

School Hours for AM/PM Kindergarten: Wed.-8:15-10:15AM/11:35AM-1:35PM

Kindergarten students who are not transported by bus will be picked up from their classroom at dismissal times. This is a new procedure so please refer to our dismissal section of this letter for additional information.

1st Grade through 5th Grade Hours

School Hours for 1st-6th grades: Mon., Tue., Thur., & Fri.-8:15AM-3:05PM and Wed.8:15AM-1:35PM

Arrival to School

Students who have not entered the school by 8:15AM will be considered tardy and will need to get a tardy slip from the front office. Parents who bring their children to school are expected to come in to the front office to sign in their children if they are late. Parents of students who walk on their own to school will be contacted if their child arrives late to school. Primary grade students (K-2) should always be accompanied by an adult or older sibling when walking to and from school.

Dismissal

Dismissal is a very busy time and it is important to me that our dismissal procedures ensure student safety and are as efficient as possible. Patience and cooperation from everyone is necessary during dismissal. As in the past our vehicle pick-up procedure (with the exception of kindergarten) will be for vehicles to line up single file along the front sidewalk. Vehicles will be asked to pull all of the way forward and students will walk up to get into their vehicle. Drivers need to remain in the car at all times.

Kindergarten students will need to be picked up from their classroom. Parents who drive will need to pull into the parking area and walk into the kindergarten building to get their children. Please remember to always use the crosswalk. PM kindergarten students may also be picked up by older siblings. Bus riders will be escorted to the bus by school staff.

This year the school will also be dismissing walkers who use the crosswalk at the corner of Cortona and Maddison through the back gate by the outdoor basketball court.

Please be respectful of our pick-up times. Our teachers and other staff members have various responsibilities and tasks to attend to each day before they leave for home.

Bicycles, Skateboards, Scooters

Students are permitted to ride bicycles, skateboards, and scooters to school but they must be stored in the bike racks at the front of the school. Students should always have a lock or a method of securing these types of items. Students who ride these items to school must remember that they are not to ride them on school property and that they need to walk them to the bike racks once they reach the campus.

Dress Code

The responsibility for student dress and grooming is that of the student and their parents. The following guidelines are recommended: (Policy JICA, JICA-R)

- Students shall not wear clothing, jewelry, or hair styles that can be hazardous to them in school activities. Grooming and dress that are likely to create a disruption or disturbance of classroom order are discouraged. Students are encouraged not to wear make-up. Hats are not permitted in the building. They may be worn outside at recess time.
- There shall be adequate coverage of the body. Short shorts, bathing suits, halter tops, midriff tops, tube tops, spaghetti straps, undershirts, mesh or sheer garments, etc., are not considered adequate coverage. Pictures and/or words on any garment and jewelry must be in good taste with nothing that is obscene, vulgar or promotes anything that is illegal or considered gang related.
- Clothes will fit ... “sagging” clothes are not acceptable.
- Students may be sent home if dress or grooming is inappropriate or disruptive.

Parent Visits, Phone Calls, Drop Offs, and Signing Out Students

The District welcomes adult visitors. Parents who wish to schedule classroom observations should make an appointment with their child’s teacher at least twenty-four hours in advance. In order to preserve the integrity of the learning environment observations may be limited in frequency and length at the discretion of the principal. The principal may accompany the classroom observer.

All visitors to the school campus are required to first sign in at the office and provide picture identification to receive a visitor’s badge.

Our instructional staff is generally not available to take phone calls or respond to emails during the school day. You are always welcome to leave a voicemail message for your child’s teacher on their classroom phone. Teachers will make it a point to respond to all messages within 24 hours. If you have an important message that needs to be delivered to your child please leave message with our front office staff and they will see that it is delivered. If you are dropping off items such as your child’s instrument, homework, or lunch please leave the item at the front office and your child will be permitted to pick it up at an appropriate time.

Parents who will be signing their child out from school early will need to come into the school’s front office and sign out their children out. The front office will not take phone requests to have students called up to be waiting for parents to arrive.

I hope you will find the information provided in this mailer to be helpful. Additional information can be found on the District website and on the Harmon web page found at www.jocombs.org.

Together in Education,

Ames Singley

Ames Singley

Principal

Jack W. Harmon Elementary School

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