

LEE-HAMILTON FAMILY HANDBOOK 2025-2026

As a Lee-Hamilton Eagle...
I Will Be Responsible, Safe, Cooperative, and
Kind.
I Will Persevere.



I WAS BORN TO SOAR!

Lee-Hamilton Intermediate
School
Ferguson-Florissant School District
401 Powell Avenue
Ferguson, Missouri 63135
Phone: 314-521-6755
Fax: 314-804-2852

Dr. Amanda Eye, Principal
Dr. Kemba Logan, Assistant Principal



@LeeHamiltonElementary
fb.me/LeeHamiltonElementary



Lee-Hamilton Intermediate

The Eagle Way

Lee-Hamilton Intermediate, established in 1950, is named after Arthur Lee and Sarah Hamilton, two prominent figures in education in North County. Lee-Hamilton serves families with students in grades 3-5, aiming to create a nurturing and supportive learning environment. The school values the partnership between dedicated families, staff, and the community in fostering success for all students.

The Eagle Way
As a Lee-Hamilton Eagle...
I Will Be Responsible, Safe, Cooperative, and Kind.
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VISION & MISSION

| | |
|---------|---|
| VISION | <p>FFSD: All learners graduate believing anything is possible and are prepared to realize those possibilities.</p> <p>Lee-Hamilton Eagles thrive in inclusive, secure, and productive environments, fostering their growth as innovative, collaborative, and forward-thinking individuals who shape a better future.</p> |
| MISSION | <p>FFSD: We provide high quality instruction to every student in every neighborhood while prioritizing equity and compassionate relationships.</p> <p>Lee-Hamilton is committed to fostering an inclusive and supportive environment where all students have the opportunity to thrive and reach their full potential, engaging in exceptional instruction that nurtures social, emotional, and cognitive growth.</p> |

FFSD CORE VALUES

| | |
|------------------|--|
| Student-Centered | We use an equity lens to focus our policies, our actions, and our resources on students' academic, social/emotional, and physical well-being. |
| Excellence | We have high expectations for all of our students and are relentless about providing high-quality, culturally competent teaching and resources to meet those expectations. |
| Innovation | We ensure our students are ready for a dynamic, ever-changing world by exploring real world issues and promoting curiosity and critical thinking to find innovative solutions. |
| Relationships | We build relationships across our schools and community to ensure everyone feels welcomed, heard, and involved as agents of positive change to create access and opportunities for students. |

FERGUSON-FLORISSANT SCHOOL DISTRICT BOARD OF EDUCATION

Dr. Donna Paulette-Thurman, President

Mr. Terry Tyson, Vice President

Dr. Sheila Powell-Walker, Secretary

Mr. Jamal Bailey, Assistant Secretary

Dr. Kevin M. Martin, Director

Dr. Courtney Graves, Director

Mrs. Vivian Mansaray, Director

Ferguson-Florissant School District Board of Education Meetings 2025-2026

Meetings are typically held on the 2nd Wednesday of the month. All meetings are held at 6:00 PM in the Boardroom at the Ferguson-Florissant School District Administration Center 8855 Dunn Road Hazelwood, MO 63042 and/or Virtually at [FFSD TV \(click for link\)](#)

Any changes of meeting location, dates, and/or times will be updated on the district website www.fergflor.org

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Important Links (Click to View)

[Lee-Hamilton Family Calendar](#)

[Lee-Hamilton School Supply List](#)

School Contacts

| Staff | Role | Email | Phone |
|--------------------|---------------------|--|--------------|
| Amanda Eye | Principal | aeeye@fergflor.org | 314-521-6755 |
| Kemba Logan | Assistant Principal | kmetropolous@fergflor.org | 314-521-6755 |
| Charisse Clark | Office Manager | cclark1@fergflor.org | 314-521-6755 |
| Thelma Dortch | Nurse | tdortch@fergflor.org | 314-521-6755 |
| Elizabeth Trittler | Counselor | etrittler@fergflor.org | 314-521-6755 |
| Lori Gordon | Social Worker | lgordon@fergflor.org | 314-521-6755 |
| Tracy Cotter | SSD Coordinator | tcotter@fergflor.org | |

Arrival & Dismissal

SCHOOL HOURS

8:50 A.M. - 3:40 P.M.

Half-Day Early Dismissal: 12:10 P.M.

DAILY SCHEDULE

Lee Hamilton uses a traditional five day schedule. Teachers will provide families with their specific daily/weekly schedules.

SCHOOL CLOSING

Schools could be closed if conditions (extreme cold, ice, snow) pose a threat to the safety of our children. If classes must be canceled, the Ferguson-Florissant School District will announce the cancellation via our automated calling system, radio (KMOX-1120), and TV stations. When possible, the decision to close school will be made and communicated by 6:00 A.M.

EMERGENCY WEATHER PROCEDURES: DISMISSAL

In the event of a tornado warning, hail, or other severe weather, the students may not be able to follow their normal routine for dismissal. We will determine the **safest** way to handle the situation; thank you for your cooperation.

ARRIVAL (See Arrival Map)

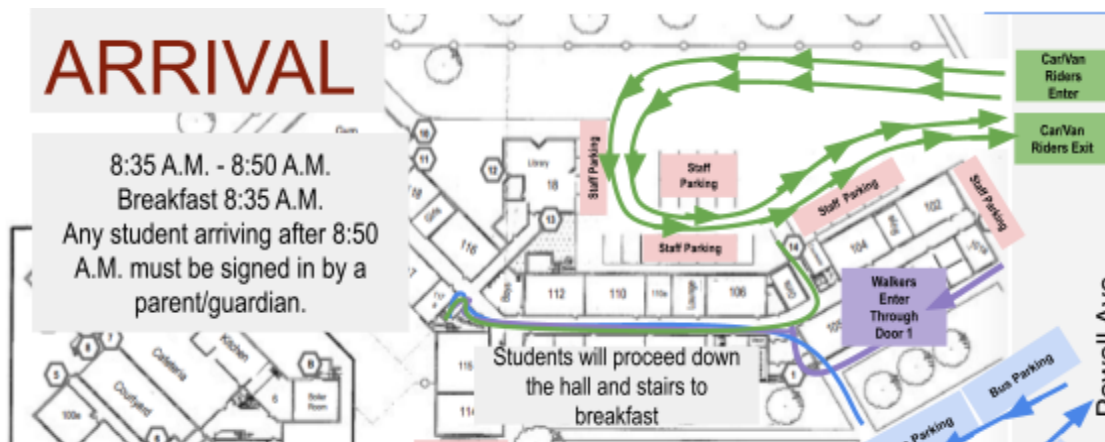
Supervision and breakfast begins at 8:35 A.M. *Students will not be able to enter the building and no supervision will be available prior to 8:35 A.M.* The school day begins at 8:50 A.M.

STUDENTS ARRIVING AFTER 8:50 AM MUST BE SIGNED IN BY AN ADULT.

PARKING LOT ARRIVAL ~ To keep our Eagles & Staff safe, please follow these expectations.

1. Cars/vans enter using the east entrance (behind the school) on Powell Avenue.
2. Stay to the right and proceed in one of the two lanes (cars line up in pairs), follow the arrows around the parking spaces (staff parking), and around to the side of the building near the back door (14). Pull forward all the way to the end of the building at the stop sign.
3. When prompted by a staff member, Eagles should exit on the passenger side of the car. When your Eagle is safely out of your car and you are prompted by a staff member, you may then proceed to the exit. Remember to look for passing cars and students, and please exit slowly.
4. *To keep students and staff safe as you pull through,, please exercise caution and follow staff directions.*

★ **DO NOT DROP EAGLES OFF ALONG POWELL AVENUE.**



DISMISSAL [Click Here for Dismissal Map](#)

School ends at 3:40 P.M. The dismissal process begins at approximately 3:30 P.M.

EARLY DISMISSAL

If you plan on picking up your child early, please send a note to your child's teacher or call the office. When you arrive, report to the office, and your child will then be called from class. Students will **NOT** be released **BEFORE** family arrival, as students must be dismissed from the office. Early dismissal is only available until 3:10 P.M. on full days. After 3:10 P.M. students will need to join regular dismissal. For half days, early dismissal will end at 11:50 A.M.

CHANGING DISMISSAL METHOD

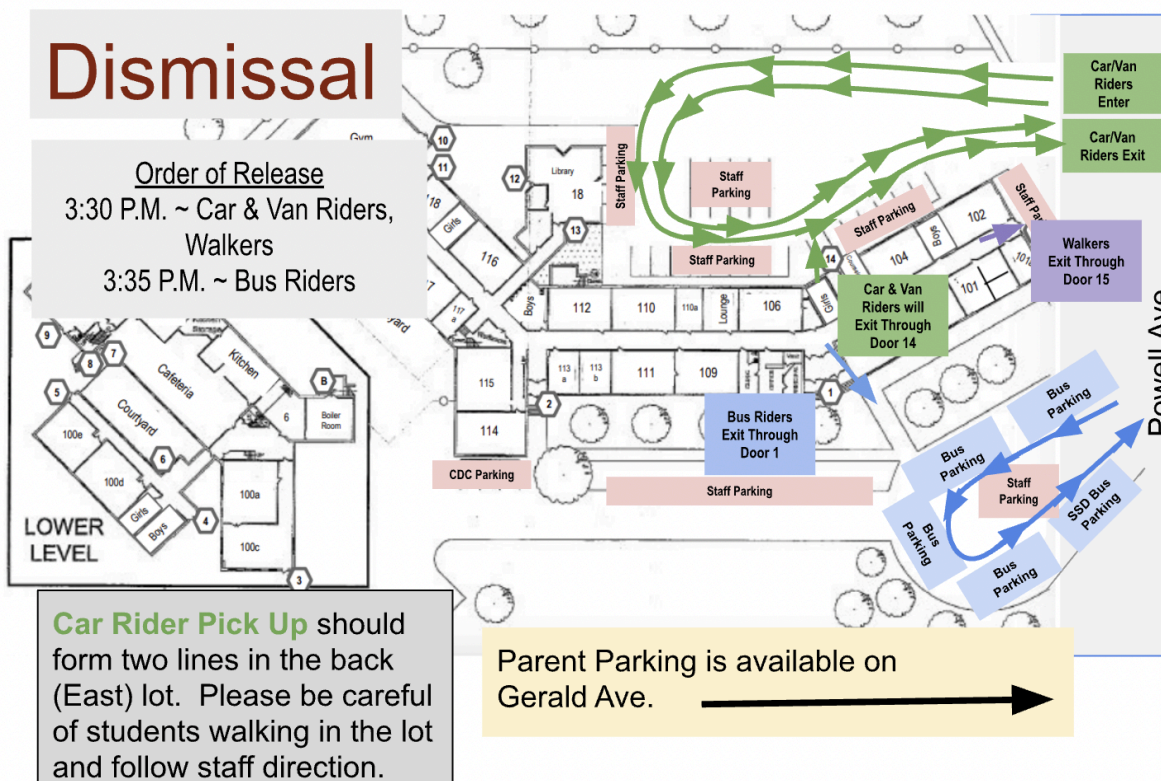
Phone messages given to the office after 3:10 P.M. may not make it to your child. Therefore, if your end-of-the-day plans differ from your child's usual dismissal procedure, send a written note with your child **THAT MORNING**. To provide for a safe dismissal for all children, we need this information. Due to the end of the school day and dismissal (3:10 – 3:40 P.M.), the office may not be able to answer phone calls.

GOING HOME with ANOTHER STUDENT

Both students' families must approve the change and must send a note to the office giving permission allowing a student to go home with another student. If a student is not a district bus rider, that child may not go home with a child who is a bus rider. A special form must be completed for a student to ride a different bus.



Lee-Hamilton Intermediate **The Eagle Way**



CAR & VAN RIDER DISMISSAL (Parking Lot Procedures) ~ [Click Here for Dismissal Map](#)

To ensure all of our Eagles and staff stay safe, please follow these procedures.

The car/van rider pick-up process will begin at approximately 3:30 P.M.

1. Cars and vans should enter using the east (back) entrance on Powell Road (closest to Elizabeth Avenue). Stay to the right, follow the yellow arrows, and join the line of cars that will be positioned in two lines along the outer edge of the back parking lot around and along the side of the building. Pull forward all the way to the end of the building at the stop sign.
2. Upon pick-up, the last name(s) of the car rider(s) must be visibly displayed in the front window of each vehicle. So that the attendants can read them from a distance, the names should be legibly written in marker. *You will be provided with Lee-Hamilton Car Rider Signs. If you do NOT have your sign, your Eagle may be brought to the office and (for safety) you will have to show ID to them pick-up.*
3. Car Riders will remain inside the school until an outside attendant radios students' names to an inside attendant. Families should remind their Eagle(s) to stay attentive while waiting for their rides, as it can be difficult to hear names being called during dismissal. Paying attention streamlines the process.
4. Eagles should enter their vehicles via the passengers' sides. Once your group of cars is loaded you will be dismissed by a staff member. Families must remain in their cars and may NOT park and walk to the door to get their Eagle(s).
5. Even if you have already dropped off or picked-up your own Eagle(s), for the safety of all children, DO NOT maneuver around cars in the drop-off/pick-up area.
6. If your Eagle is not available when you arrive at the car pick-up area, you may be asked to park or drive around again. This helps prevent excessive delays while teachers relocate children to the right place.
7. A note is to be provided if your child will be a Car Rider. If no note is provided, your Eagle will be placed on his/her assigned bus. If your child will be a Car Rider all year, one note is sufficient.
8. Eagles may not go home with another student without permission. Please send a note for dismissal changes. Call the office for emergency changes only prior to 3:10 PM. SEE ABOVE: "CHANGING DISMISSAL METHOD" and "GOING HOME with ANOTHER STUDENT."
9. Early dismissal is only available until 3:10 P.M. on full days. After 3:10 P.M. students will need to join regular dismissal. For half days, early dismissal will end at 11:50 A.M.
10. If another adult (must be an emergency contact) picks up your child, tell him/her our dismissal procedures ahead of time or have him/her call to get instructions.

Please note that we will **ONLY** release students to those in the car line and **NOT** to those parked in the lot or on Powell Avenue. For everyone's safety, please follow our procedures.

NOTE: It is illegal to park and/or block traffic on Powell Avenue.

BUS RIDERS ~ [Click here for Dismissal Map](#)

Bus service is provided by the Ferguson-Florissant School District for students who live a mile or more from their schools. Transportation is provided free of charge for those students. If you need more information about bus service, please call the Transportation Office at 506-9370.

When their buses are called, Bus Riders will be dismissed from Door 1.

Ferguson-Florissant School District School Bus Guidelines

It is the intention of the Ferguson-Florissant School District to provide a safe and efficient transportation system for the students of our district. To provide safety for the bus driver, bus riders, pedestrians, and other motor vehicles, the following Eagle Way expectations have been established. Violating these expectations could result in consequences ranging from a student conference to loss of bus privileges, or other consequences as outlined by the [FFSD Student Expectation Code \(SEC\)](#).

Please read and review these expectations together with your Eagle(s).

| | |
|--|---|
| <p>I will be Responsible:</p> <ul style="list-style-type: none">★ Enter and exit in an orderly manner★ Keep track of my belongings★ Seat to seat, back to back, feet to floor | <p>I will be Cooperative:</p> <ul style="list-style-type: none">★ Follow directions★ Sit in my assigned seat, if applicable★ Food and drink are put away |
| <p>I will be Safe:</p> <ul style="list-style-type: none">★ Stay seated while bus is in motion★ Keep your body/belongings inside the bus★ Report any incident | <p>I will be Kind:</p> <ul style="list-style-type: none">★ Show a positive attitude while riding the bus★ Keep the bus clean |
| <p>I will Persevere:</p> <ul style="list-style-type: none">★ Maintain voice level and seating arrangement | |

- Bus information, if applicable, can be found in your [Infinite Campus Portal](#).
- Students should be at their designated bus stops 5 minutes before the arrival time listed.
- Bus riders wanting to walk home may do so if a family sends a note giving permission for this to occur. We need to know when (what dates) the child is allowed to walk home and with whom. If we do not have permission from a family member, the child will be placed on the bus.
- Eagles may not go home with another student without permission. Please send a note for dismissal changes. Call the office for emergency changes only prior to 3:10 PM. SEE ABOVE: "CHANGING DISMISSAL METHOD" and "GOING HOME with ANOTHER STUDENT."

Note: The attention of families and students is directed to the Missouri State Law, which states in part that "A student may be excluded from bus transportation for disciplinary reasons by the Principal, and the student's family shall provide for his transportation to and from school during the period of such exclusion."

WALKERS & BIKE RIDERS ~ [Click here for Dismissal Map](#)

In the morning, Walkers and Bike Riders will enter at Door 1. At the end of the school day, they will exit at Door 15 (at the Powell Avenue end of the building) Students who walk should stay on the sidewalks. A staff member is on duty at Door 15. *Cars are not permitted to park or block traffic on Powell Avenue by Door 15. Picking up students on Powell Avenue causes very dangerous situations for staff and students. If you park on Powell Avenue, your students cannot/will not be released to you.*

Furthermore, for safety, Walkers may NOT be picked up in front of the school (bus lot) or from the back of the school (car rider lot)

Families may park on Gerald Avenue to await their students who are designated as Walkers.

Sibling Pick-Up

Walkers will exit at Door 15 (side door). Please ask your Eagle's sibling to wait on the sidewalk along Powell Avenue Only approved siblings may pick up our students. Friends, neighbors, and others are NOT permitted to "hang out" with Eagles' older siblings while waiting for LH's dismissal. FFSD siblings not following these rules will have their Principal contacted and will no longer be allowed to pick up their siblings on LH property.

Bicycle Safety

All bikes are to be securely locked in the racks provided. The school cannot assume responsibility for bikes. Bicycles are not to be ridden on school grounds and, for their own protection, riders should be familiar with all rules of bike safety. *Bike helmets must be worn.* Skateboards, scooters, skates, wheelies, roller blades, hoverboards, etc are not allowed at school.

BEFORE and AFTER CARE

Currently, Lee-Hamilton does not have a before- and/or after-school care program. You can find information about before- and after-school care providers on the [District Website \(Click Here\)](#) or by contacting the school office (314-521-6755).

PRIVATE DAYCARE

If your child attends a private daycare, please ensure the office and your student's teacher know the daycare's name, phone number, and address. Additionally, the office and teacher needs your child's daycare attendance schedule. For example: daily, Monday/Wednesday/Friday only, etc. We must know this information *before* the first day of school or *as soon as you know it*.

ASSESSMENT & GRADING

STATEWIDE ASSESSMENTS

- Grade Level Assessments (GLAs) are state-required and administered for students in grades 3-8 (Math and ELA and for grades 5 and 8 (Science).
- **The GLA/MAP testing window will be in the spring (April/May).** Please make sure your Eagle is in attendance for the full day during this window. Avoid appointments, tardiness, or early dismissals.
- You can view the District's policy on Statewide Assessments by visiting the District website at www.fergflor.org or [click here for the FFSD Policy Manual](#).

DISTRICT ASSESSMENTS

- Student progress toward meeting rigorous academic standards is monitored throughout the year.
- Assessments include common formative assessments, Galileo benchmarks, and Imagine benchmarks.
- These assessments allow for instructional responses to student performance data.



GRADING SYSTEM AND STUDENT PROGRESS INFORMATION

- Student Progress Reports and Report Cards are issued four times (each) per year.
- Family conferences are held near the end of the First Quarter for all students.
- To help your child make progress academically, teachers will provide families with written comments, anecdotal progress information, and suggestions.

STANDARDS-BASED GRADING [Click Here: Missouri Learning Standards](#)

Standards are statements describing what students should know and be able to do within each content area, at each grade level.

- Standards-based grading communicates how a student is doing on a set of priority standards. It takes into consideration consistent performance as well as the most recent data collected and separates behavior and work habits.
- Student progress is communicated based on the [Lee-Hamilton Proficiency Scale](#).

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|---|---|---|
|  | <h1>Lee-Hamilton Proficiency Scale</h1> |  |
| 1 | Emerging | I showed that I am trying, but I do not understand the skill yet. |
| 2 | Developing | I showed that I am starting to understand the skill. I can't do it on my own YET. |
| 3 | Mastered | I have mastered the skill. I can do it on my own! |
| 4 | Exceeds | I can extend my thinking beyond mastery. I can apply my learning in a new way, on my own. |

ATTENDANCE

Regular attendance is essential for student success. Punctuality and regular attendance are factors linked with a student's sense of belonging and his/her overall achievement.

SCHOOL HOURS

- Doors open at 8:35 A.M. for breakfast
- School day is 8:50 A.M. - 3:40 P.M.
- Half-Day instruction begins at 8:50 and school will be dismissed at 12:10 P.M.
- *Students arriving after 8:50 A.M. must be signed in by an adult*

TARDY/LATE

Students are tardy to school after 8:50 A.M. or late to school after 9:05 A.M. If your student is tardy/late, please bring them to the front door and sign them in for school. An adult must sign them in and they must receive a welcome pass before going to class.

EARLY STUDENT DISMISSAL

In the event that a family needs a student to be dismissed during the day, we will call for the student. If you plan on picking up your student early, please send a note to your student's teacher or call the office. When you arrive, report to the office, and your student will then be called from class. Students will **NOT** be released **BEFORE** family arrival, as students must be dismissed from the office. Early dismissal is only available until 3:10 P.M. on full days. After 3:10 P.M. students will need to join regular dismissal. For half days, early dismissal will end at 11:50 A.M.

ABSENCES

If your student is absent, please call the office (314-521-6755). If no answer, leave a message with your Eagle's name, teacher, and reason for absence.

- You will receive a phone call from the Student Information System if your child is absent, even if you have called the office.
- Absences can be excused with written verification for personal sickness, bereavement, emergency, religious observances, and physician/dentist appointments.
 - Please try to schedule appointments outside of school hours. Absences during the school day due to scheduled appointments will be excused as long as the student's absences are kept to a minimum.
- At the Principal's discretion, absences of educational benefit may be excused.
- Absences can only be updated when the office receives a family note (written, email, Dojo).

PERFECT ATTENDANCE: Eagles who are present every day for the entire school day with no tardies nor early dismissals.

FFSD SCHOOL ATTENDANCE

- The Ferguson-Florissant Board of Education believes that daily attendance is essential toward achieving academic success.
- Education is a process hinged on continual communication and shared responsibilities among family, students, teachers, and the school. **Families have both a legal and moral responsibility to require and promote regular school attendance.**
- Under the Missouri School Improvement Program (MSIP) students are expected to attend school at least 90% of the school year.

In addition, Missouri law (section 167.031 RSMo) provides that *a parent, guardian, or other person having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to regularly attend some public, private, parochial, parish, home school, or a combination of such schools, not less than the entire school term. Certain exceptions may apply.*

Failure to comply may constitute Educational Neglect on the part of the family or legal guardian and may result in school officials contacting the Family Court or making a “hotline” call to the Children’s Division of the Missouri Department of Social Services. Students who fail to attend school regularly may be considered truant and referred to the Family Court. Poor attendance may cause Lee-Hamilton to lose our good standing with state accreditation.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

The PBIS program supports all students by encouraging positive behavior. The PBIS philosophy is to teach standards of behavior, model their application across all school settings, and practice these behaviors until success is achieved and maintained.

LH’s behavior expectations (“The Eagle Way”) asks students to commit to the following pledge:

As a Lee-Hamilton Eagle
I Will Be Responsible, Safe, Cooperative, & Kind.
I will Persevere.
I Was Born to Soar!

Click here to view the [Lee-Hamilton MTSS Implementation Manual](#).

FFSD STUDENT EXPECTATION CODE

When a student’s actions or behavior interferes with the rights of teachers to teach and the rights of students to learn, that student will be addressed in accordance with the [Ferguson-Florissant School District Student Expectation Code \(SEC\)](#). The [Ferguson-Florissant School District Student Expectation Code](#) is a required portion of registration and the yearly online verification. Please click the link above or visit www.fergflor.org to view the Student Expectation Code. Lee-Hamilton students are expected to follow both the Lee-Hamilton Expectations (“The Eagle Way”) and the Ferguson-Florissant School District Student Expectation Code. It is essential to know and understand the contents of the FFSD Student Expectation Code, specifically as it relates to students in grades 3-5.

ITEMS NOT PERMITTED AT SCHOOL

Students should only bring items to school that are necessary for class. Items such as cell phones, tablets, balls, cards, computer games, unnecessary hats and headgear, gum, smart watches, bluetooth headphones, candy, toys, scooters, skateboards, and other items of play should not be brought to school. A student may not possess a knife or other identifiable weapon, nor use any object in a manner which renders it a weapon capable of injuring another person. This includes toys that look like weapons or weapon look-alikes. Any item that interferes with the learning and safety of the individual or others is not appropriate for school and will be confiscated. The school will not be

responsible for loss, theft, or damage of these items.

Possession of certain items could fall under the ramifications of the [Ferguson-Florissant School District Student Expectation Code](#).

HOME TO SCHOOL/SCHOOL TO HOME

Every child has the right to come to and from school safely without fear of harm. Unless these issues disrupt the school environment, *the family is responsible for handling issues such as bullying, harassment, fighting, etc. that occur off of school property*. Please inform the school of any issues; however, unless there is a nexus (a means of connection, tie, or link) to the school, the school is not legally responsible for incidents to and from school, during the evening, or on the weekend.

CELL PHONES, ELECTRONIC DEVICES, & TELEPHONE USE

Students should not bring cell phones nor electronic devices to school. If a cell phone or electronic device is seen/used on school grounds it could be confiscated and a family member would have to pick it up from the office. The school will not be responsible for the loss, theft, or damage of these items.

Students may not be allowed to use school phones for forgotten items such as lunch, lunch money, homework, instructions, instruments, field trip forms, or library books. Please make sure your child is prepared for the school day before he/she leaves the house.

COMMUNICATION

DISTRICT COMMUNICATION

Ferguson-Florissant School District has a family notification system which will enable the District and school to notify you by phone, email, and/or text message regarding any necessary school-related news.

Inclement weather or emergency-related school closings will continue to be reported on local television and radio stations and on the District's Facebook and Twitter pages, in addition to the District notification system.

In an effort to ensure you receive these communications in the coming school year, please note the following:

1. Please make sure all contact information in the [Infinite Campus Parent Portal](#) is correct and up-to-date.
2. **Caller ID**: The main phone number for the District is (314) 687-1910. The main number for Lee-Hamilton is (314) 521-6755. It is possible you may see another number on your caller ID, even when being contacted by the school or district.

3. Live Answers: Voice detection technology will prompt the message so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
4. Check the spam folder of your email regularly for messages that may be coming from the school or district.

LEE-HAMILTON COMMUNICATION

We have several ways to communicate with families. In addition to phone calls and emails, teachers and staff make regular use of ClassDojo. You will also receive *The Eagle Update* (our weekly newsletter) which will also include a video. As we use this communication to share important dates and information, upcoming events, and student and staff recognitions, please make sure to take a look each week. Also, make sure to “Like” us on Facebook and follow us on Twitter and Instagram.

| | | |
|--|---|--|
| <u>Website</u>  | <u>Newsletter & Eagle Way</u>  | <u>Infinite Campus</u>  |
| <u>Facebook</u>  | <u>Instagram</u>  | <u>ClassDojo</u>  |

Click the link or scan the QR code.

CURRICULUM

The Missouri Department of Elementary and Secondary Education (under the Missouri School Improvement Program) sets standards of performance and examines every aspect of our educational operation from curriculum to facilities to funding. The Ferguson-Florissant School District uses the Common Core State Standards. Grade-level specifics detailing our instructional program will be available for kindergarten through sixth grade upon request. Information on Communication Arts, Mathematics, Science, Social Studies, Art, Vocal Music, Health, and Physical

Education are included. You may visit the District's website at www.fergflor.org for additional details related to curriculum initiatives.

CUSTODIAL & NON-CUSTODIAL PARENT RIGHTS & RESPONSIBILITIES

(FFSD Policy 3068) The District will honor any restrictions regarding custody, physical placement, and other conditions mandated by a valid court order, provided the District has been given a copy of said order. If two opposing court orders are presented to the District, the most current order will be followed. It is the responsibility of the parent or legal guardian to provide a complete copy of any court documents as it pertains to custodial issues.

DEFINITIONS

- Parent: A biological or adoptive parent, including parents who are unmarried; a guardian; an individual acting as a parent in the absence of the parent or guardian.
- Joint Legal Custody: Parents share decision-making rights, responsibilities, and authority relating to the health, education, and welfare of the child.
- Joint Physical Custody: Each parent has periods of time, not necessarily equal, during which the child resides with or is under the care or supervision of that parent.

VISITATION SCHEDULES

Visitation schedules and parenting plans are agreements between parents, and are not binding on the District. The District will release a student to either parent in accordance unless otherwise directed by a valid court order.

COURT APPEARANCES

The District discourages parents from involving District staff in disputes over custody, visitation schedules, child support, and other such issues. Staff members must stay focused on educating students. To do so, they must maintain good relationships with both parents and should not be asked to support one (1) parent over another. District employees will not testify or otherwise participate in a custody dispute in their capacities as District employees unless served with a subpoena. Often, student records can provide the same information as the testimony of a staff member, and parents have access to student records by law. Parents are encouraged to use records rather than staff testimony in resolving disputes over their child.

STUDENT RECORDS

A parent will have access to all records and information pertaining to his or her child unless that parent has been denied custody or visitation rights. The District will provide access to all such records unless a court order showing the denial of legal custody or visitation is provided to the District. A court may also order that such records not include the address of the custodial parent or child. A copy of any court order received by the District pertaining to a student will be forwarded to the Principal of the building where the student attends.

DRESS CODE

Uniforms: An FFSD foundation for success. A liberatory and celebratory expression of unity and belonging.

Starting on the first day of school FFSD students are required to wear a uniform. Lee-Hamilton students will follow the expectations below:

Tops
Short or Long Sleeve
Must Have Collar
No Graphics
Colors: Blue, White, Red, Black, Grey

Bottoms
All: Pants, Shorts (Khaki Material)
Girls: Skorts, Skirts, or Jumpers
Must Be Longer Than Fist Held At Sides
Shorts, Tights, or Leggings Should be Worn Under Skirts or Jumpers
Leggings May Not Be Worn Alone As Uniform Bottoms
Colors: Blue, Khaki, Black, Red Plaid, Blue Plaid

Lee-Hamilton Uniform Expectations

Sweaters (Indoor/Outdoor)
No Hoods & No Graphics (Small Corner Logo is Permissible)
Colors: Blue, White, Red, Black, Grey

Shoes
Closed Toe & Closed Heel
Suggest a Tied Shoe
No Crocs or Sandals

Outdoor Jackets & Coats
Students May Wear to School or Recess a Coat or Jacket of Their Choice
No Color or Design Guidelines & May Have a Hood
Cannot Be Worn In the Building

Lee-Hamilton Bag Expectations
All Students Must Have a Clear Backpack
Small Personal Pouch May Be Kept in Backpack - Size 5.5" x 4"
Students May Not Carry Purses or Cross Body Bags

The WHY behind School Uniforms

- Safety: Uniforms enhance school safety by visually alerting staff to people who do not belong.
- Success: Students dressed for success achieve greater academic outcomes.
- Social Harmony: School uniforms even the playing field, and can reduce social pressures and bullying.
- Savings: School uniforms are economical and will save family's money over time
- Spirit: School Uniforms foster a sense of belonging.

Only uniforms may be worn to school, unless on an administrator approved school spirit or incentive day.

Tops

- Collared Shirts (Short or Long-Sleeved): White, blue, black, gray, or red shirts with collars, such as a polo, oxford, or dress shirt (no logos required)
- Sweaters: White, blue, black, gray, or red cardigans, vests, fleeces, quarter-zips, crewneck sweatshirts, or blazers.
- Clothing should have no more than a small (half-dollar sized) logo (no graphics)
- No hoodies, jean jackets, coats, or head coverings will be able to be worn in the building.
- Students may personalize their uniforms by adding school appropriate hair accessories, socks, ties or ascots, pins or buttons, etc.

Bottoms

- Blue, black, or khaki pants (khaki material)
- Blue, black, or khaki shorts (khaki material)
- Blue, black, khaki, red plaid, or blue plaid jumpers, skirts, or skorts (with shorts or leggings underneath)
- Shorter bottom pieces should be the appropriate length for school (below fists with hands at side)
- Blue, black, gray, red, or white tights or leggings may be worn under jumpers or skirts. Leggings only may not be worn as bottoms
- No blue or colored jeans

Shoes

- Safe and appropriate shoes (closed toed and closed heeled shoes) must be worn at all times.
- Shoes with laces are suggested for safety during PE & recess
- No crocs, slides, or bubble sandals

Clear Backpacks

- Clear backpacks are a requirement for all students
- Students may include in their clear bookbag a small non-clear pouch no larger than 5.5"x4"
- No other bag or purse is allowed at school

Uniform Sources, Online and/or Local

Families may purchase their uniforms at any location as long as the above expectations are followed. Below are several uniform retailers:

- | | | |
|----------------------------------|---|---------------------------------------|
| ● <u>Target</u> | ● <u>Children's Place</u> | ● <u>French Toast</u> |
| ● <u>Walmart</u> | ● <u>Kohl's</u> | ● <u>TrayJays</u> |

FFSD takes a liberatory approach to our uniform policy supporting a balance of unity while fostering students' individuality, so we encourage students to embrace wearing the foundation uniform pieces while accessorizing to express their individuality. FFSD appropriate accessorizing examples include:

- Hair accessories
- Tie/Ascot/Bow ties
- Suspenders
- Pins
- Shoes
- Jewelry
- Belts
- Socks
- Various styles of the standard uniform (plaid skirts, white blouse with lace detail)

Possible Hierarchy of Interventions

Positive Supports: Students will earn rewards for uniform fidelity in each school's incentive program.

Responses to Uniform Inconsistencies

- 1st & 2nd Uniform Inconsistency - Conference with the student as appropriate and uniform support, call and email home + document.
 - *Uniform Support means providing a uniform piece and/or an opportunity to change clothes.*
- 3rd Uniform Inconsistency- Conference with the student and address needs as appropriate and uniform support. Call and email home + document.
- 4th Inconsistent Uniform and Beyond for K - 5: Family Conference & Uniform Tiered Intervention (include in Branching Minds)
 - Tiered Intervention - Daily Check-In with identified staff for one month and exiting upon successful uniform compliance during that time
 - Tiered Intervention - Targeted Uniform Behavior Monitoring with self-charting and feedback sessions (Counselor/Social Worker Support)
- Beyond 8 Uniform Inconsistencies: Recommendation for Reassignment to Virtual Learning

EVERY STUDENT SUCCEEDS ACT

According to the [Every Student Succeeds Act of 2015](#) (Public Law 114-95), our District is required to inform you of information that you have the right to know.

Upon your request, the 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/or 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 or discipline in which the teacher holds certification.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- 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 four 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.

Please see [Complaint Procedures \(Click Here\)](#) for an explanation regarding how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015.

FAMILY INVOLVEMENT PLAN

The Lee-Hamilton Title 1 Family Involvement Plan can be found on Lee-Hamilton's website or by clicking [here](#). A copy may be provided upon request.

FAMILY CONFERENCES

Each fall the Ferguson-Florissant School District hosts a Family Conference week. This year our Family Conferences will be held October 27th and 29th from 5-7 P.M. This is one of the best times for families and teachers to talk and share important information about our students.

If you want to meet with the Counselor, Special Education Teacher, Physical Education Teacher, Music Teacher, Art Teacher, Librarian, or others, let the Classroom Teacher know ahead of time, so that the teacher can inform the appropriate staff member(s). Use a second conference time to meet with these staff members. Your time with the teacher should be honored and kept separate, so you will want to schedule a different time for other conversations. It would be wise to get feedback about your child's performance from other staff members before your conference with his/her Classroom Teacher. This will give you a broad perspective about your child, his/her educational work, social skills, and more.

If you would like the Principal, Counselor, or Special Education Teacher to sit in with you during the conference, feel free to ask. We will try to accommodate you. Lee-Hamilton teachers are happy to meet with families at any time of the year; however, these meetings must be scheduled in advance with the teacher.

FOOD

BREAKFAST & LUNCH

BREAKFAST AND LUNCH is provided for all students AT NO COST (FREE). The Ferguson-Florissant School District participates in the USDA's Community Eligibility Provision (CEP) which provides breakfast and lunch at NO COST to all District students in pre-kindergarten through high school. This program is fully funded by the USDA (there is no cost to the District) and eliminates the need for families to complete applications for Free & Reduced Meals. The CEP is part of the Healthy, Hunger-Free Kids Act of 2010.

Students are not allowed to bring gum, candy, soda, or extra snacks from home for lunch or other times. Students may NOT share food.

BRINGING LUNCH from HOME

If your student chooses to bring lunch from home, please make sure all food items are contained in a lunch bag or lunch box. Avoid items such as gum, candy, and soda. Please make sure your student includes healthy, nutritious choices in his/her lunch. Avoid any items that contain nuts or fish..

HOMEWORK

Students may have homework assignments, but homework should not exceed 45-60 minutes for any subject and will take into consideration age- and grade-level appropriateness.

Additionally, students are strongly encouraged to read for pleasure at home. For younger students, it is very enormously beneficial for them to be read to by their families in the evenings. We encourage all of our families to read at least 60 minutes each night to or with their child(ren). The St. Louis County Public Library System and the Ferguson Library offer a variety of book selections for you and your student. More information will come home near the beginning of the year from your child's teacher regarding their grade level homework policy.

LOST & FOUND

Lee-Hamilton's Lost and Found is located in the hallway outside the cafeteria. Items bearing the name of the owner are usually returned to the owner immediately after the item is brought to the office. Please use a permanent marker or sewn label to mark coats, gloves, mittens, boots, lunch boxes, etc. Staff time will not be spent searching for lost money or items that should not have been brought to school.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Lee-Hamilton MTSS Implementation Manual

Lee-Hamilton has adopted a Multi-Tiered Systems of Support model of prevention, which is designed to address our students' academic, behavioral, and social needs using a continuum of supports, including a proactive approach for addressing students' needs in all three areas. We have established systematic screening practices and a continuum of supports, ranging from universal, broad-based strategies to targeted and individualized interventions. The three-tiered model provides for: primary prevention (Tier 1 supports for all), secondary prevention (Tier 2 supports for some), and tertiary interventions and supports (Tier 3 supports for a few). The goal is to create a safe, positive learning environment including the accurate detection of students who need additional support beyond primary (Tier 1) prevention efforts and then providing these students with additional secondary (Tier 2) and tertiary (Tier 3) evidence-based supports.

Social/Emotional Supports



We recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe, so it is important to address students' social-emotional needs. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. We will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety, and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers.

Focus Priorities: Connections, Relationship Building, & Routines

- Collaboration between the Ci3T Team, counselors, administration, and teachers.
- PK-5 teachers will deliver Second Step community rebuilding lessons, morning meeting activities, and community building circles.
- School Counselors deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- School Social Workers are available to assist your family.
- St. Louis Children's Service brings specialized services and programs to our schools through our partner agencies and are ready to support students with mentoring and counseling.

PARTIES

Students will celebrate parties throughout the year for special occasions, such as Fall Break, Winter Break, Valentine's Day, etc.. If, for personal reasons, your child will not be participating in a class party, please advise the teacher.

BIRTHDAYS

Birthdays are special. The Principal and teachers recognize students' birthdays. Inedible items may be shared with classmates (i.e. pencils, stickers, erasers), but no food treats may be shared. We have an increasing number of children with a variety of food allergies. Treats, balloons, or party decorations sent or brought to school will be sent back home.

PARTY TREATS (NOT BIRTHDAYS) (click here)

Party treats may be provided, but only if they are individually **packaged healthy snacks which abide by FFSD Wellness Guidelines** (i.e. fruit snacks, pretzels, fruit, Cheez-its, popcorn). **Please contact your child's teacher BEFORE bringing any items to school.** We have an increasing number of children with a variety of food allergies.

PARTY INVITATIONS

Invitations to birthday parties (or any parties) are not allowed to be passed out at school unless the entire class (all of the girls, all of the boys, or everyone in the class) is invited.

PICTURE DAY

Fall Picture Day is scheduled for **October 15, 2025**. You will have the opportunity to purchase pictures. Retakes, makeups, and group pictures will be taken on December 2, 2025. Spring pictures will be taken on March 11, 2026, with no retakes.

PLANNERS

At the beginning of each school year, all students are each given a Daily Planner. Due to the fact that it strongly supports a lifetime of good study and work habits, using the planner is a requirement for LH students. If your child loses his/her planner or destroys it, he/she will need to pay a fee to purchase a new one.

RECESS

- Outdoor recess is scheduled daily except during inclement weather (heavy rain, lightning, extreme cold, ice). Indoor activities are planned during inclement weather.
- Students go outside for recess when the temperature is at least 20 degrees or less than 105

degrees.

- Ensure clothing is suitable for outside play in both hot and cold weather.
- After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time. A written request from a family following an illness will permit a child to remain indoors for one day only.

Eagles are expected to follow the Eagle Way Expectations while playing on the playground.

REPORTING CONCERNS

PSSTWORLD REPORT IT!

Report It! is a secure, anonymous, and confidential reporting system for concerns regarding bullying and/or safety. You do not have to provide your name unless you want to. The report will be forwarded to the proper adult to help resolve the situation. You can visit PSSTWorld Report It! by clicking the link <http://www.psstworld.com/report-it>

MISSOURI SCHOOL VIOLENCE HOTLINE

Reporting school violence or threats of violence is important! It is not “snitching” or “tattling” to report someone who is planning to hurt classmates or school staff. You may be saving lives and helping your friend or classmate get the help he/she needs. If you hear or see something considered violent (bullying, cyber bullying, fighting, gang activity, sexual misconduct, threats, weapons) or observe something that makes you think a violent event is being planned:

- Tell your teacher(s), Counselor, School Resource Officer, or Principal.
- If you feel that you cannot tell someone at school, then tell your family or a trusted adult.
- If you feel that you cannot tell an adult, **call 1-866-748-7047**. It is anonymous (you do not need to leave your name)!
- You can also report by:
 - Filling out a form online 24/7 by visiting
 - Download the free “MO ReportIt” App from your App store
 - Text 847411 using keyword “ReportIt”; include school name and city. Message & data rates may apply.

SOCIAL MEDIA CONCERNS: #ICanHelp ~ Reporting Issues on Social Media

RESOURCES

INFINITE CAMPUS PORTAL (click here)

Infinite Campus is the program that you will use *every school year* when you enroll and verify your child’s registration. This program allows you to access information regarding your child including grades, attendance, etc. Also since notes, mail, texts, phone calls, and phone blasts will be sent using the information you provide, it is important to keep your contact information updated.

CLASS DOJO (click here)

To recognize positive student behavior and to remind students when they need to make different/better choices, teachers and staff use the “Class Dojo” website and app. This platform can also be used to communicate with teachers and staff.

LEE HAMILTON WEBSITE ([click here](#))

Check out our website for the school calendar, photos, lunch menu, and so much more.

LEE HAMILTON SOCIAL MEDIA

Lee Hamilton social media is regularly updated with upcoming events and activities.

- Facebook: [fb.me/LeeHamiltonElementary](https://www.facebook.com/LeeHamiltonElementary)
- Instagram: <https://www.instagram.com/lheaglessoar/>

SPECIAL CLASSES

ART: Each homeroom class attends Art class once a week for 60 minutes, in which they will learn a variety of artistic techniques (including artists and periods of Art), create artistic works, and experience the Elements of Art.

LIBRARY: Each homeroom class visits the Library once a week for 60 minutes, but additional times are available as needed. Students are taught reference skills and an appreciation for literature, and they are permitted and encouraged to check out books.

Each student, as well as their family, are responsible for textbooks, library books, and workbooks issued to them. Please encourage your student(s) to take good care of school books and property. If books are lost or damaged, the family is financially obligated.

MUSIC: Every classroom attends Music class every week for a total of 90 minutes; this is usually divided up into three separate 30-minute classes. In Music, students learn the Elements of Music; experience Musical Theatre; work towards mastering musical skills (both vocally and with classroom instruments); discover music’s place in their lives, in world cultures and celebrations, and in academic disciplines; celebrate holidays with music; and hopefully instill a lifelong enjoyment of (and curiosity for) all types of music. To further immerse the students in musical experiences, field trips and other special events may be offered.

PHYSICAL AND HEALTH EDUCATION: Students attend PE class every week for 90 minutes; this is usually divided up into three separate 30-minute classes. Students should wear gym shoes and no jewelry when participating in physical education classes. Classes take place in the gym, on the playground, and on the soccer field.

Our PE teacher also teaches Health classes, and this information is reinforced in physical education classes. The emphasis is on personal hygiene, nutrition, lifelong physical education, disease awareness, personal safety, peer relationships, and emergency care.

STUDENT ACTIVITIES AND PROJECTS

Throughout the year, students participate and/or compete in a variety of activities, contests, and celebrations. Some involvement is part of assigned class work, while others are optional or earned.

Some of these activities include, but are not limited to:

- Activities and/or prizes for students meeting behavior expectations
- Activities and/or prizes for students meeting attendance goals
- Student Council
- Mark Twain Reading Program
- District-Wide Spelling Bee
- Science Fair
- Chess Club
- Choir/Musical Theatre
- Girls on the Run

SPECIAL PROGRAMS

ADVISORY GROUPS: STUDENT & FAMILY

Student and Family advisory committees provide a vital role in improving our school community. They provide insight and ideas regarding building procedures, events, and activities.

BAND and ORCHESTRA

- Orchestra (strings violin, viola, cello) is available for students in the 3rd through 5th grades.
- Band (woodwinds, brasswinds, and percussion) is available for students in 4th and 5th grades.
- Students in Orchestra or Band usually perform two concerts during the school year.
- Recruiting for Band/Orchestra takes place during Music class, usually in early September. Students will be given information packets at that time, including how to purchase an instrument.
- Band and Orchestra rehearsals are held during the school day, usually during Music class, but sometimes from other Special classes if need be. Students are not pulled from academic classes.
- To be permitted to remain as a member of the Band or Orchestra, excellent behavior, cooperation, and attendance is imperative.

CELEBRATIONS & RECOGNITIONS

- Lee Hamilton recognizes and honors those students who follow the Eagle Way Expectations and do their personal best.
- PBIS Celebrations: Students who meet set behavioral and attendance guidelines during the month are invited to participate in a special activity. Celebrations have included dance parties, special field days, rotation activities, and more.
- Growth Gala: For students who demonstrate one-year's growth on their Galileo benchmarks.
- Friday's Finest Eagles: Each Friday, teachers will each choose one Eagle that exemplified the Eagle Way for that week. Selected Eagles will receive shoutouts on the announcements, certificates, and participate in activities during our Eagle Assembly.

Monthly, students are recognized for perfect attendance, and for demonstrating our Eagle Way characteristics. Our Eagles of the Week will be randomly selected from this group of students.

- Eagle Way Awards: Each month, teachers will select five students, one for each of our Eagle Way Characteristics: Responsible, Safe, Cooperative, Kind, Perseverance. Students will receive certificates, be honored at our Family Night, and participate in a school-wide parade.
- Lunch with the Principal: Each quarter, teachers will each select one student who has shown the greatest improvement in either academics or behavior. These selected Eagles will receive certificates, books, and celebrate by enjoying lunch with the Principal.
- Additional honors are recognized as appropriate. We love to celebrate our successes!

FIELD TRIPS

- Educational trips that support curricula are scheduled during the year.
- We believe in the value of community experiences and try to expose our students to many academically appropriate opportunities.
- Families are informed beforehand of the place, time, date, transportation plans, and cost (if applicable).
- Written permission is required in advance in order for your child to attend a field trip. Field trips that require money must be paid 3 days in advance.

EAGLE ASSEMBLIES

Eagle Assemblies are held monthly to review expectations and celebrate successes.

LITTLE CREEK NATURE AREA

Little Creek Nature Area (owned by the District and located on Dunn Road) is a nature preserve that serves all students, kindergarten through 12th grade. Using a curriculum that offers unique hands-on learning, Little Creek's animals, insects, and vegetation provide a wealth of learning opportunities.

FAMILY ADVISORY COMMITTEE & FAMILY NIGHTS

- All Lee Hamilton families are considered members of the Family Advisory and are always invited and encouraged to become active members and get involved in school activities.
- Dates for meetings and events can be found on our [Family Calendar](#).
- It means a great deal to your Eagles for you to support their school, its programs, and activities. Family involvement determines the success of our school's initiatives.
- Support is needed each year with various school events, such as fundraising, Spooktacular Night of Reading, Santa's Coming to LH, Walk-a-Thon, Color Run, Carnival/Field Day.
- Your contribution of time is valuable and greatly appreciated! Please consider helping to support our learning community!

PROBE (Gifted Program)

- PROBE is the Ferguson-Florissant gifted and talented program.
- Students qualify for PROBE services using the results of individual testing based on state guidelines.
- PROBE students in 3rd-5th grade attend a full day of classes each week at the PROBE Center at STEAM Middle. Students are transported to PROBE by district bus at arrival.

SCOUTING

Girl Scouts and Boy Scouts are offered through the community and sometimes may meet after school at Lee Hamilton. At the beginning of the school year, information will go home to each child

about scouting. This is a privately run program and families must contact Scout Leaders for any and all information regarding Scouts.

SPECIAL EDUCATION

- Special education services are offered through the St. Louis County Special School District (SSD) at Lee Hamilton, fully servicing students with a variety of academic or behavioral needs.
- Families or teachers who suspect a student may have learning needs may request a referral for evaluation.
- Diagnosis and placement is a family and committee decision based upon test results using Missouri State Department of Education guidelines.
- Should you have special education concerns or require information, contact your child's Classroom Teacher, Counselor, or Principal.

STUDENT COUNCIL

Student Council representatives are elected by the student body and are leaders held in high esteem. Our Student Council focuses on service to the school and community, as well as plans various school spirit activities.

VOLUNTEER OPPORTUNITIES

Volunteers are important ingredients to the success of Lee Hamilton. Volunteers are expected to maintain confidentiality when working in the school and with students. Visit the [District Website \(click here\)](#) to view the Volunteer Handbook and Application. There is no cost to apply.

STUDENT HEALTH

ILLNESS at SCHOOL

A school nurse is on duty full time at Lee Hamilton. If a child becomes ill at school, families are contacted, and the child is sent home. If a family member cannot be reached, an emergency contact is called and asked to care for the student until the family can be notified. It is District policy that a child with an oral temperature of 100 degrees or higher be sent home and should not return until the temperature has remained normal for at least 24 hours.

MEDICATION at SCHOOL

If a student needs to take medicine during school hours, the medicine must be kept in the Nurse's office and should be in the original container from the pharmacy with complete instructions as to time and dose. The family is responsible for bringing the medication to the Nurse. Along with the medication, the family should bring a note from the doctor, as well as their own note authorizing the medication. If the medication needs to be taken home, a family member must pick it up; it can not be given to a student to take home. Please contact our Nurse if you have any questions.

HEALTH SCREENINGS

- Vision Screening
 - The school nurse gives vision screenings to all students each year. Families 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 of St. Louis County Audiology Department

provides hearing screenings for the following students: 3rd grade and 5th grade, new students, Special School District students, and any students with a hearing concern. Families are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

HUMAN GROWTH and DEVELOPMENT PROGRAM

Each year, the Human Growth and Development Program is presented to all 4th and 5th grade students by our school nurse. Families are given the opportunity to view the curriculum (video and reading materials) at the Administration Building. A letter will be sent home to families with the date and time of this presentation. If you wish for your child to be exempt from this program, please send a written note to the school nurse.

Technology

Each student is issued a Chromebook at the beginning of the school year. Students are taught basic computer skills and use their Chromebooks to complete many of their daily educational activities. District Chromebooks are to be used solely for the purpose of education. Please encourage your student to take good care of their device, as families are financially responsible for damage caused to their student's device. Students' activities are also tracked around the clock on Chromebooks; so, please remind your student(s) to avoid chatting with other students and only search/browse the internet for educational purposes.

You can find many answers to your technology questions by checking out our [Technology Help Document](#). You can submit a [technology support request by clicking here](#).

Chromebooks: We have Chromebook carts for each Homeroom and students will have one-to-one access to technology within the school. Students will be able to take their Chromebooks home nightly.

- Lost Chromebooks
 - If a student has a Chromebook out (or lost) from a prior year, he/she will be provided with a Chromebook to keep on your Chromebook cart, but will not be able to take that device home. It is important that this guidance is followed. If a student loses a Chromebook during the school year, he/she will have access to an office loaner on a first come, first served basis. Chromebooks currently have a fine of approximately \$205.
- Damaged Chromebooks
 - Software concerns should come to the office. A technology request will be completed and, if available, the student will be issued a loaner or new computer.
 - If the student has damaged the Chromebook, he/she will be responsible for paying for the repair before their Chromebook can be replaced. The cost will depend on the damage. Students can access office loaners on a first come, first served basis each day.

For assistance with your student(s) Chromebook(s) you may contact the Lee Hamilton office at 314-521-6755 or Technology Support at 314-824-2299.

Additionally, all classrooms have a Smart Board for interactive learning.

VISITORS

Families are always welcome at Lee Hamilton. Ferguson-Florissant School District policy requires visits to be scheduled in advance with the teacher prior to the actual visit. To avoid disrupting the instructional process, violating student privacy, and/or for safety and security, these visits will be for observation only (not for family conferences) and are limited to a maximum of 20 minutes. No cell phones will be used during this time nor is speaking to other children permitted. To ensure school safety, all visitors must sign in at the office with their driver's license and get a visitor's badge.