

HAMILTON ELEMENTARY INFORMATION

July 2025

Greetings Hamilton R-2 School District Parents,

I would like to take this opportunity to introduce myself. My name is Ashley Ford and I am the Hamilton Elementary School principal. If you are new to the district, WELCOME! Here is just a little bit about myself.

This school year will be my fifteenth year in education. In the past I have taught special education PK-12. I attended Missouri Western State University to obtain my bachelor's degree and William Woods University for both of my masters' degrees. The certifications I currently hold are K-8 Principal, 9-12 Principal, K-12 Special Education Director, K-12 Special Education Teacher, and 9-12 Social Science.

There is no way to predict what the 2025-2026 school year holds in store for us, but I do know that students will always be our top priority at Hamilton Elementary School. I am very excited to start this school year and to see all the students! With that being said, I have included important dates and helpful information below:

***Aug. 8th from 8:00am to 3:00 pm –NEW STUDENT REGISTRATION** – Please contact Aalia, elementary secretary, at 583-4811 on Aug. 5th to set up a time to register. You will need to bring copies of your child's birth certificate, social security card, proof of residency, immunization records, and any other educational information you have. *If your child attended HES at the end of last school year, he/she is already enrolled.*

***Aug. 14th from 5:30 pm to 6:30 pm –OPEN HOUSE** –All students are encouraged to attend to meet their teacher, find their classroom, and drop off school supplies.

***Aug. 19th from 8:00 am to 1:00 pm—FIRST DAY OF SCHOOL**—Please note that the first day is an early dismissal. Please be sure the office has all emergency information, regular and early dismissal plans, and *Free/Reduced Lunch applications* prior to this date.

***Free/Reduced Lunch Applications**—Forms can be picked up at the elementary office. Please submit forms ASAP to avoid charges; forms need to be filled out each year. (All families of preschool students are asked to complete and return this form as preschool tuition is based on this information.) Your child must have money in their lunch account if they want extra milk or double entrees (5th grader only).

***Arrival Procedures**—Please drop off students no earlier than 7:30 am as there is no supervision prior to that time. Parents bringing their children need to drop off at the top of the stairs in the upper east lot. Students arriving after 8:00 am will need to be checked in at the office.

***Dismissal Procedures**—Students who are picked up by an adult will be released first at the front entrance at 3:00pm. Parents will park in a single line in the loop wrapping around the south parking lot and students will be escorted to parent vehicles. Students who ride busses will be dismissed at about 3:10pm to the upper east parking lot to load the buses, and those who ride bikes or walk will be dismissed last. **BE SURE TO SEND A NOTE IF YOUR CHILD' DISMISSAL PLANS CHANGE FOR ANY REASON—IT IS BEST TO AVOID PHONE NOTIFICATION UNLESS IT IS AN EMERGENCY.** If a phone call must be made, please call as early as possible. **Calls should be made prior to 2:30 pm.** Students may only change buses during the school year in extreme circumstances due to seating limitations.

***Attendance**—It is extremely important that your child attend school DAILY! He/she needs to be in the classroom by 8:05 am to avoid being counted tardy.

***Stay Connected**—Visit our website at <http://www.hamilton.k12.mo.us/> to sign up for Text Caster to receive school related texts and Parent Portal to stay up to date on your child's school-related information. Also, you can follow Hamilton Elementary School by joining our Facebook page.

I am looking forward to seeing you at open house!

Sincerely,
Mrs. Ashley J. Ford
HES Principal
aford@hamilton.k12.mo.us