

Welcome to Hammond Elementary School

School Hours

School day starts at 9:25am. Doors open at 9:10 for students.

Dismissal begins at 3:55pm

First day of school is Monday, August 24, 2026.

Connect & Family File - **IMPORTANT**

Set up the Family File via <https://www.hcpss.org/connect/>. Connect is used for parent access to student information, classwork, and communications from the teacher.

Connect is where you will see your child's report card. Want to know what is happening in your child's class? Login to Connect!

Please set up your account as soon as possible. Beginning early August, new families will have access to Connect. The first time you login, you will need to enter your email address (the parent's, not the student's). Use the same email address that is on file with HCPSS. You will then be guided to create a password. The Family File can now be accessed and updated. If you ever forget your password, call the front office to reset.

CONNECT is made up of three components as a means of communication and information:

- **Canvas** is a Learning Management System that shares assignment and test scores, teacher web pages, and emails to/from the teacher.. Information and notifications from the teacher will be found here. For example, if your child's grade level is planning a field trip or other special event, all communications will be sent through Canvas from the teacher.

- **Synergy** is a Student Information System, or online application, that allows parents to see report cards, attendance, standardized test scores, and to schedule conferences.

- **Family File** collects emergency information and other preferences from parents. This information is transferred into Synergy for staff access as appropriate. For example, if the nurse cannot reach you when your child is sick, there will be a back-up person for the nurse to contact that you have already set in place.

Detailed instructions on how to set up and use the Family File can be found at this link:
[Family File \(https://www.hcpss.org/f/connect/family-file-user-instructions.pdf\)](https://www.hcpss.org/f/connect/family-file-user-instructions.pdf)

Visit the School Website

We invite you to visit the school website: [Hammond Elementary School \(https://hes.hcpss.org/\)](https://hes.hcpss.org/). Please bookmark this as it serves as an important resource. You

will find the calendar, the absence reporting link, staff lists, our latest Tiger Tales newsletters, PTA newsletters, HCPSS news and calendars, etc.

What to do When Your Child is Sick/Absent

On the school website you will find on the front page a section on [Absence Reporting](#). You do not call the school to report an absence, use the Google form. No need to call the school. Simply complete the form.

Early Dismissals/Late Arrivals

You will sign your child in/out on the sheets in the vestibule at the entrance to the school.

Do not call the school in advance. We cannot call students down for an early dismissal until the parents are in the building and have signed out the student. Only parents and those on the Emergency Contacts (from the Family File) will be permitted to sign out students. Please bring your driver's license with you.

Plan for School Meals

LINQ Connect: LINQ Connect is a secure, online portal that allows families to view breakfast and lunch menus, make online meal payments, monitor their child's account, schedule automatic recurring payments, set up low balance alerts, submit a Free and Reduced Meals program application, and more. [Details and information \(https://www.hcpss.org/food-services/\)](https://www.hcpss.org/food-services/) are available online.

Important suggestion: Even if you plan on your child bringing a packed lunch each day, it is recommended you keep a small balance on LINQ. Then if your child forgets their lunchbox one day, we can avoid tears as your child will know there is a back-up for them to easily buy lunch. **Students will always be fed in case of a forgotten lunch or other mishap.* Food Services will bill the parent if there is no money set on LINQ.

Free & Reduced Meals: HCPSS participates in the [National School Lunch and Breakfast Programs](https://www.fns.usda.gov/nsfp) (<https://www.fns.usda.gov/nsfp>), which provide families with significant benefits to help save money. Qualification is based on family size and income. Enrollment is confidential. Students from households that meet federal income guidelines are eligible to receive free or reduced-price meals.

Visit the [HCPSS Food & Nutrition Site \(https://www.hcpss.org/food-services/farms/\)](https://www.hcpss.org/food-services/farms/) for more information. You can access the application here.

VOLUNTEER REQUIREMENTS

As volunteer opportunities become available, it is required that all volunteers complete a [multi-step training](#) prior to entering the school building. This training must be renewed annually. This information can be found on the front page of the [HES website](https://hes.hcpss.org/) (<https://hes.hcpss.org/>).

FROM THE HEALTH ROOM

Medication At School

Will your child require medication to be kept at school? Any medications required during school hours including prescription, “over-the-counter” (OTC) and homeopathic/herbal medications require a medication order signed by an approved health care provider and are subject to the HCPSS medication policy and procedure. **DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATIONS OF ANY KIND.** For additional assistance, please contact the Health Room at 410-880-5893.