

Hazelwood Elementary School

**1111 Plott Creek Road
Waynesville, NC 28786
456-2406**

Susan Savage/Principal

Nicole Revis/Assistant Principal

Dear Parents,

The staff and I would like to welcome you and your child to Hazelwood Elementary for the 2014-2015 school year. We hope you have enjoyed your summer and that your child is eager to begin a successful new school year.

The pages of this handbook are filled with important information regarding school policies and procedures. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between home and school is important to the success of our students and the educational program.

1. STUDENT INFORMATION

During the first week of attendance you will receive a student information form to complete. Having this information returned promptly and correctly is very important. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to include the name and telephone number of at least **two** other people who can be contacted if the parent or legal guardian cannot be reached. This is very important in case your child becomes ill during the day and a parent cannot be reached. Please fill out a change of information form immediately in the event you have a change of address, email, home or office telephone number, or if emergency information changes during the academic school year. These forms are located in the office or from your child's teacher. **Please share your email address with us so we can have better communication.**

2. ENTRANCE REQUIREMENTS

- A child who enters kindergarten must be five years of age on or before August 31.
- Any student enrolling for the first time in Haywood County Schools must furnish the school with an original certified copy of the birth certificate and immunization record. The school will make a photocopy of the document. The immunization record must include the dates of vaccinations. Students entering kindergarten and first grade must furnish a completed health assessment. This information must be received within 30 calendar days from the date of enrollment for your child to remain in school.

3. CLASS ASSIGNMENTS

All assignments made on the first day of school are tentative due to the ten day count. We have organized classes based on the number of students who were here last year in addition to those who pre-registered during the summer. Any unusual variation in the number of students who enroll on Wednesday, August 20th, may require a complete reassignment at several grade levels. Any necessary reorganization will be made within the first ten days of school.

4. SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Do not bring your children to school before 7:30 a.m. If you arrive early, please do not let your child out of the car for safety reasons. No one will be available to supervise children and the front doors will be locked. Each child should be in class and ready to begin the day no later than 8:05 a.m. **Students arriving after 8:05 a.m. will be recorded tardy and must report to the office and be signed in with our computer system by the adult bringing the child to school.** It is difficult for students to make up work when they are tardy or when they are picked up early. We urge all parents to keep the hours of our school day. Students should be picked up early only in the matter of emergency or medical appointments that must be made during school hours.

Excessive tardies from out-of-district students may result in reassignment to home-district school.

5. ATTENDANCE/EXCUSED ABSENCE

We believe that attending school on a regular basis is very important. Each child is expected to present a **written** excuse from a parent or guardian for any absence. The note should be presented to the teacher upon his/her return to school. All students who are absent three or more days must present the excuse to the principal who will decide if the absence is excusable. A doctor's excuse may be required for frequent absences. All unexcused absences will be handled in accordance with Haywood County Board Policy A5.

Students must be in attendance for at least one-half day (**until or by 11:30 a.m.**) in order to be counted present.

Students incurring more than 15 absences, excused or unexcused, per school year will be subject to summer school with a cost to each student. (Haywood County Board Policy A5)

6. CHECK-OUTS

For the safety and security of our students, all students who leave before the end of the regular school day must be checked out through the office. All parents should come to the office where the principal and/or office staff will approve the checking out of the child and notify the teacher and the child. **In an effort to not interrupt instruction,** we request that parents wait in the office for their child. Since school time is so important, we request that you not check your child out more than is absolutely necessary. **No checkouts will be permitted after 2:30 p.m. to avoid confusion in the office area during dismissal time and heavy traffic congestion.**

Students are released only to an authorized adult that is listed on our emergency information. For the student's protection, **parents must notify the school if they are sending someone else to check out the child.**

7. VISITORS

For the safety and security of our students, all visitors on campus between 8:05 a.m. and 2:30 p.m. must check in at the office and receive a visitor's pass. **If you are on campus without a visitor's pass, all staff members are instructed to ask you to check-in through the office.**

8. PARENT/TEACHER CONFERENCES

Good communication is essential to the success of your child. We encourage frequent conferences with teachers through email, telephone, or face-to-face. These conferences should be scheduled at a mutually convenient time. Please do not interrupt a teacher's instructional time during the day as they will not be able to leave their classes for conferences. The Principal and Assistant Principal will be available to discuss any problems that you might have.

9. MORNING TRAFFIC PROCEDURES

Parents who bring students to school should use the right hand entrance and pull up to the covered walkway next to the gym to unload. PLEASE do not park in the unloading area. **Please do not use cell phones or smoke* while driving through the drop-off lanes.** If you need to accompany your child inside, park in a designated space in the paved lot. Issues concerning persons who park in the unloading zone or violate the "DO NOT ENTER" sign in the first parking lot will be addressed by the principal. Please inform all persons who will be transporting your child of all the traffic procedures.

(*School Board Policy A-21 No school employee, volunteer or visitor shall use or display any tobacco products on school system premises)

10. AFTERNOON DISMISSAL AND TRAFFIC PROCEDURES

PARENTS-

- ◆ **Please remain in your car and be ready to move.** Once students begin coming out of the building at dismissal time all parents need to be in their car. It is difficult for teachers to keep track of students when parents are trying to get their child from the line instead of waiting for them in the car. For the safety of all students, let the teachers load your child while you are in the car line.
- ◆ We will form a single lane of traffic. All loading will take place next to the covered walkway. **Please remain in your car and be ready to move.**
- ◆ All cars must display the school-issued identification (ID) hanger from the rear view mirror until you leave campus. For the safety of all students, any car without an ID hanger will be asked to pull over for identification.
- ◆ A staff member will help locate and load your child. Be prepared to move away quickly but safely so that others waiting in line may pick up their children.
- ◆ If you are picking up a student in grades K-2, please drive to the covered walkway in front of the gym (Visitor's parking area) and do not arrive before 2:50. K-2nd grade students will begin loading in cars at 2:50 pm.
- ◆ If you are picking up a student in grades 3-5, please drive to the covered walkway in front of the cafeteria (Staff and Bus parking area). **Drivers picking up 3rd, 4th and 5th graders should wait until 3:05 p.m. to prevent long traffic lines on Plott Creek Road. Do not park in the school driveway in order to give buses room to pull out safely from the bus lot.**
- ◆ 3rd-5th grade students, with siblings in lower grades, will gather in the Art Room; then, they will be dismissed at the same time to the car line at the covered walkway in front of the cafeteria.

11. BUSES

We will begin the year with the same routes as last year and make any necessary adjustments during the first ten days of school. All buses will be loaded and unloaded in the parking lot next to the cafeteria. **Children may not ride any bus other than their own**

unless the parent makes a written request. Students who change their routine method of going home in the afternoon must have a written request made by the parent, shown to the homeroom teacher, and approved by the Principal or Assistant Principal.

School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. Students and parents will be notified when suspension from the bus is necessary.

The bus driver is in complete charge of the bus and its occupants at all times. Disciplinary problems that the driver is unable to control are reported to the principal. Should a disciplinary problem arise while the bus is en route to or from school, of such a nature that would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions.

For overall safety, the following behaviors are not allowed: loud talking, profanity, fighting, putting arms out the windows, moving from seats while the bus is moving, throwing objects on the bus or out of windows, eating and drinking. Students riding the bus must comply with the requests of the driver. (Public School Law 115C-245.)

Your child will be given a “Bus Behavior Contract” within the first week of school. This will outline the rules and behavior expectations on the bus. It should be signed by each student and parent and returned to your child’s teacher by the deadline.

12. AFTERNOON SECOND LOAD BUS STUDENTS

Students who ride the second load buses will be seated in the cafeteria with adult supervision at all times until their bus arrives. Students are to follow the rules enclosed in the handbook. Students who do not choose to follow the rules run the risk of being suspended from riding a bus. School bus transportation from school is a privilege that may be withdrawn for inappropriate and unacceptable behavior while waiting in the cafeteria.

13. SCHOOL CAFETERIA

Breakfast will be served between 7:45 a.m. and 8:00 a.m. If your child plans to eat breakfast they need to be at school no later than 8:00 a.m. Breakfast is free for all students. Your child may pay for lunch by the day, week, month or year. There is a link on the Haywood County Schools website where you can pay online using a credit card. A school lunch includes milk. Juice is provided instead of milk **ONLY** if we have a doctor’s note that your child is allergic to milk. If your child brings lunch from home, milk can be purchased for 50 cents. **Canned or glass bottle drinks are not allowed; do not send soft drinks with your student.** A lunch menu is published weekly in *The Enterprise-Mountaineer*, as well as on the Haywood County Schools and Hazelwood Elementary website. You are invited to enjoy lunch with your child anytime; however, **it is school policy that you do not bring fast food items or outside commercially prepared food to the school cafeteria.** Please notify the school cafeteria when possible (456-2443), if you plan to have lunch with your child. This allows the cafeteria staff to make adjustments to the amount of food prepared for the day.

14. CLASSROOM SNACK POLICY

Due to the increase in student allergies, students are not allowed to bring items for snacks or classroom parties that are prepared from home. All items must be commercially packaged or prepared as stated in board policy. (Haywood County Board Policy SA16)

15. AFTER-SCHOOL CARE PROGRAM

After-school childcare is provided until 6:00 p.m. each school day. Information about this program is covered in an attached memo for those who are interested. The cost will be \$35 for one child, \$60 for two, and \$20 for each additional child per week. A \$25 late cost will be charged for parents arriving after 6:00 p.m. To ensure your child's slot is reserved, **you are expected to make payments each Monday for the week.**

16. INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor the news reports via television and radio stations. Haywood County Schools also uses the **Connect5 System (formerly "Alert Now")** that notifies families by phone, email, and text messaging. Announcements are normally broadcast between 6:00 a.m. and 6:15 a.m. In the event school is dismissed early, please be certain your child knows how he/she is to get home. We will send a form home to be completed and returned to the teacher so we have this information on file.

17. TELEPHONE

Students will be permitted to use the telephone only by permission from the teacher or principal. **Arrangements for after school activities should be made before coming to school.**

Parents are welcome to call their child's teacher; however, we ask that you call before 8:00 a.m. or after 3:00 p.m. Feel free to leave a voicemail and the teacher will return your call after school. Do not leave voicemail messages about a change in transportation for your child; notify the front office.

18. SCHOOL INSURANCE

Hazelwood School does not carry health or accident insurance for students. If you do not have this type of policy you might consider purchasing one. Applications are being sent home for your consideration.

19. MEDICATION

Any student who is using prescription drugs or over-the-counter medication is required to leave the medication with the front office. All medications must be in the **original** container with the label intact. Authorization from a physician or parent is required for the administration of medicine. Authorization forms are available in the school office. Medication and authorization forms will be turned in to the office where medication will be dispensed and recorded in a medical log. **Students are not allowed to transport medicine to or from school. Medication must be transported to and from school by the parent or guardian. Cough drops are considered medication and must be brought to the office by an adult.**

20. ILLNESS OR INJURY AT SCHOOL

If your child is injured or becomes ill at school, we will make him/her as comfortable as possible and call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers. We do not have a full-time nurse and children need to be home when they are ill. Your child should not attend school if they have a fever above 100 degrees. They should not return to school until they are fever free for 24 hours. Please remember, we cannot keep children who are ill at school. It is imperative that the homeroom teacher and office are informed of all numbers where parents can be reached during the school day.

21. FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic lock down, fire, and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

22. FIELD TRIPS

Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved. This note includes a permission slip that must be signed by the parent/guardian and returned to the teacher. Students are expected to ride the bus to and from the field trip. Field trips are only for students in the classroom or grade level involved in the trip. Your child may not be included in a field trip if the appropriate permission slips are not returned.

23. REPORT CARDS

Report cards are issued to students at the end of each nine-week period. Progress reports will be sent home for students at approximately the middle of each nine weeks. Progress reports are a means of communication to the parents/guardians that the child is progressing successfully. Parents will also be informed when the child is not progressing satisfactorily, either academically or behaviorally. Parents will be informed if a student is in danger of failure or is not working at his/her full potential.

24. PARENT/TEACHER COMMUNICATION

Communication between teachers and parents is essential for the success of our students. Hazelwood Elementary School provides opportunities throughout the year for parents to be involved in their child's education. The school website (<http://www.hes.haywood.k12.nc.us/>) is updated frequently and information is sent out regularly through the **Connect5 System (formerly "Alert Now")**.

Also, teachers will notify you when they have scheduled conferences for their students. If for any reason you need to schedule a conference with your child's teacher, please feel free to do so.

25. HOMEWORK

Homework will be assigned nightly to all students. Students in grades 2-5 should record daily, weekly, or long-term assignments in their agenda books. This book will help the students manage time and homework assignments.

At-home reading assignments (grades K-5th) and short written math homework assignments (grades K-5th) will be given each night. It is expected that students will read over the weekend.

When your child is absent from school and needs his/her homework assignment, please telephone the school's office in the morning. The homeroom teacher will be notified and will arrange to have all homework put in a folder. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the school day or sent home with another child if requested.

26. DISCIPLINE

The entire staff of Hazelwood Elementary School shares the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy, and

have a maximum opportunity to learn. In an effort to accomplish this goal, each grade level or classroom has established a discipline plan. These plans specify rules and consequences. Students will be sent to the principal's office for severe violations. Haywood County School Board Policy SA-1 will be followed. A copy of this policy is provided with the student handbook. A copy of our school-wide expectations based on the *7 Habits of Highly Effective Kids* is also enclosed.

27. SAFETY GUIDELINES (NO BALLOONS OR FLOWERS)

To preserve instructional time and ensure safety, please **DO NOT** have balloons or flowers delivered to students at school. These cause safety hazards on school buses. Do not send hard candy for snacks or parties to prevent danger of choking. Please do not bring balloons into the school for special occasions. Balloons have been known to set off the fire alarm system. You will be asked to remove balloons from the building.

28. GRADE PARENTS

We need grademothers and gradefathers for each class. This is a great way for parents to be involved in activities such as parties, picnics, field trips, or other class projects. If you are interested, please contact your child's teacher. A note will be sent home at the beginning of school for parents to sign and return.

29. VOLUNTEERS

As a parent, grandparent, relative, or someone with time to give, you can help by providing your talent to the children of Hazelwood Elementary. A volunteer workshop is given each Fall. A volunteer flyer will be sent home at the beginning of the school year on which volunteers will have the opportunity to mark areas of service. Volunteers may add their names to the list of helpers at any time. Our volunteer coordinator is Ann Trader. She may be contacted at the school number—456-2406.

30. PICTURES OF STUDENTS IN PUBLICATIONS

From time to time pictures of students are taken in the school setting and used by the media, on our school's website, and possibly our school social media website, in a general nature for promotion of certain programs/activities. **Please inform the principal in writing if this will present a problem for you and your child.**

31. PEST (insects/rodents) CONTROL

Haywood County Schools Maintenance Department will place materials for pest (insects/rodents) control in the schools during the first week of each school month.

32. PROTECTION OF INSTRUCTIONAL TIME

To ensure effective use of instructional time, do not allow children to bring trading cards, electronic games, CD headsets, iPod/MP3 players, toys, **cell phones** or any other item that could cause a distraction. The trading or selling of items is not allowed. If children bring these items to school, these items will be delivered to the principal. Parents will then be called and required to conference with the principal for return of the items. Also, theft of any of these prohibited items while at school will not be the responsibility of the school. The use of an electronic device for reading will be addressed at each grade level. You will be notified of this policy.

In very rare cases, parents may request children have a cell phone available in their book bags. Please meet with the principal to discuss this rare exception, otherwise all cell phones are prohibited.

33. FINES AND DEBTS

All fines or money owed to Hazelwood Elementary School should be paid promptly. These fines include money owed to the cafeteria or after school, lost or damaged library books, overdue picture money and other fines and /or expenses throughout the school year. In order to keep our programs running effectively it is important that we do not operate with negative balances. Report cards, certificates, etc. will be held until a child's accounts are cleared.

34. GENERAL SUGGESTIONS TO PARENTS

1. Visit your school. You are welcome and encouraged to visit. It is highly desirable that you attend PTO meetings, scheduled conferences and occasionally eat lunch with your child.
2. **Place names on all articles of outer clothing**—coats, gloves, hats, caps, sweater, raincoats, etc.
3. Athletic/tennis shoes should be worn at all times while in the gym or outdoors on the playground equipment.
4. If something has happened at school that concerns you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's teacher or principal.
5. Students are not allowed to chew gum on the bus or at school.
6. Please make every effort to schedule appointments (medical, etc.) for your child before or after school. Instructional time is valuable!

35. WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Provide your child with suitable study conditions (TV off, desk or table, lights, books and supplies).
2. Listen to your child read aloud often and have a conversation about what they are reading.
3. Start each day right; a calm beginning at home makes the school day much better.
4. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
5. Praise your child each day for something he/she has done. Have a special place to put schoolwork or whatever is brought home.
6. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
7. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
8. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
9. Take your child to the library and encourage reading for pleasure. Our library is open every day from 7:30-8:00 and after school until 3:30. Please come and read with your child during these open library times!
10. Stress organization of school notebooks, materials, etc.
11. Work at home with skills taught at school.

Thank you for your cooperation and assistance in helping us create an environment that is safe and for learning. I am honored to have the opportunity to be a part of your child's life. If I can be of service to you in any way, please feel free to call me.

Sincerely,

Susan Savage
Principal

Hazelwood School Pledge

I pledge as a Hazelwood Plott Hound to be:
Respectful of my school, others, and myself,
Responsible for my actions and learning,
Ready to reach my infinite potential;

TEAR OFF AT PERFORATED LINE
SIGN AND RETURN BOTTOM OF PAGE TO YOUR CHILD'S TEACHER

Please keep this copy as a reference.

I have read and discussed the Hazelwood Elementary School Student Handbook with my child. My signature indicates that I have read and fully understand all of the rules and regulations in this handbook.

Child's Name _____ Date _____

Teacher _____ Grade _____

Parent/Guardian Signature _____