



# **Student Handbook**

## **2022-2023**

**1111 Plott Creek Road, Waynesville, NC 28786**

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**Principal: Todd Trantham**

**Assistant Principal: Bridgette Brooks**

## **HES VISION STATEMENT:**

**TO BECOME ESSENTIAL TO OUR STUDENTS AND THEIR  
FAMILIES BY GUIDING, MOTIVATING, AND PREPARING  
STUDENTS TO ACHIEVE THEIR ASPIRATIONS.**

## **HES MISSION STATEMENT:**

**OUR MISSION IS TO EMPOWER AND INSPIRE ALL  
STUDENTS TO BE RESPONSIBLE AND RESPECTFUL  
LIFELONG LEARNERS.**

## **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.

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## ***Principal's Message:***

Dear Parents,

Along with the faculty and staff, I would like to welcome you and your child to Hazelwood Elementary School for the 2022-2023 school year. Whether you are new to our Hazelwood family or returning to our great school for another successful year of academic growth, we are both happy and blessed to be here together. This year will once again be challenging, and we will face new obstacles and opportunities. I look forward to the adventure, and I consider it a great honor & privilege to serve along with the staff of Hazelwood Elementary. Thank you for your support as we all work together to provide each student with a positive, collaborative, and engaging learning experience.

The pages of this handbook are filled with valuable information regarding school policies and procedures. There are many opportunities for your child, as well as clear expectations. We believe clear communication between home and school is key to our students' success and our school. We intend to keep you aware of, and connected with, your child's experiences. While we make every effort to provide you with current information, we will continue to share updates with you as the school year progresses. If you have questions this handbook does not address, please feel free to speak with our office staff, your child's teacher, or contact me directly.

Hazelwood Elementary is proud to empower students with the lifelong skills they need to thrive in the 21st century. We believe every child possesses unique strengths and should have the opportunity to reach great heights. Our goal as educators at Hazelwood Elementary is to value and develop the whole child. Hazelwood Elementary works to improve relationships, maintain a positive culture, and motivate staff & students. This is the key to successfully creating positive change in our school.

As we work to show our Plott Hound Pride, we share a common language and culture within Hazelwood Elementary School. The guidelines & principles are not taught as a curriculum but instead are incorporated into our traditions, our daily routines, and our classroom structures. This shared leadership increases the opportunities for everyone to work effectively with others and make meaningful contributions.

Opportunities abound for every student as we work to support students in reaching their fullest potential. We hope you will embrace the next few years of elementary school. Again, Welcome to Hazelwood Elementary School! We look forward to an exciting school year with your child and your family.

Sincerely,  
Nathan T. Trantham  
Principal

## **STUDENT INFORMATION**

During the first week of attendance, parents will receive a student information form to complete. Having this information returned promptly and correctly is very important. Would you please make sure all telephone numbers and addresses are up to date and written clearly? You are encouraged to include the name and telephone number of at least two additional people to contact if the parent or legal guardian cannot be reached. If your child becomes ill or is injured during the school day, it is crucial we receive this updated information. Please fill out a change of information form immediately if your address, email, home or office telephone number, or emergency contacts change during the academic school year. If custody changes between parents/guardians, you should provide this information to the school immediately to ensure the child's safety. All forms are available by request from your child's teacher or in the school office. You may request forms by visiting the office or sending a written request to your child's teacher in the communication folder/agenda book.

## **ENTRANCE REQUIREMENTS**

A child who enters Kindergarten must be five years of age on or before August 31. At the time of enrollment, parents of any student enrolling for the first time in Kindergarten or Haywood County Schools for the first time must furnish the school with an original certified copy of the enrolling child's birth certificate, a valid NC driver's license with the current address, an additional proof of residency (listed in enrollment documents), a recent health assessment, and an immunization record. The immunization record should include the dates of vaccinations. Students entering Kindergarten or NC Public Schools for the first time should also furnish a current completed health assessment. The health assessment needs to be completed on the required form and signed by a licensed healthcare physician. Immunization records and Health Assessments should be current and received within 30 calendar days from the date of enrollment for your child to remain in school (HCSBP 4100, 4110, 4120).

## **CLASSROOM ASSIGNMENTS**

All assignments of students to classrooms/teachers made on the first day of school are tentative. Any classroom/teacher assignment can change after the first ten days of school. We have organized classes based on the number of students enrolled last year and those who pre-registered during the summer. Any unusual variation in the number of students who register before September 2nd may require a complete reassignment at several grade levels. Any necessary reorganization will be made, if possible, within the first twenty days of school. We will notify parents if student class assignments change. During the school year, it is possible student enrollment could increase/decrease. Class assignments and adjustments could be made throughout the school year as necessary. We will notify the parent/guardian before moving any student. We understand that this is not ideal and will make every effort to balance classes without wholesale reorganization of a grade level.

## **SCHOOL HOURS**

School hours are from 8:00 am until 2:55 pm each day. School doors will open at 7:30 am for students to enter. No one will be available to supervise children, and the front doors will remain locked until 7:30 am. If you arrive early, please do not let your child out of the car. For their safety, you must wait with your child until the doors open at 7:30 am. Students arriving after 8:00 am will be recorded as tardy. Late arrivals (after the tardy bell @ 8:00) must be walked into the office by an adult and be signed in. It is difficult for students to make up work when they are tardy or picked up early. We urge all parents to keep the hours of our school day. Students should be picked up early only in emergencies or medical appointments that you cannot schedule at other times. Excessive tardies from out-of-district students may result in reassignment to the home school in the district.

## **PROTECTION OF INSTRUCTIONAL TIME**

To ensure effective use of instructional time, students should not bring trading cards, electronic games, CD headsets, iPod/MP3 players, toys, fidget spinners, 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, we will collect these items. Parents will be called and required to pick up the items. Also, theft of any of these prohibited items while at school will not be the school's responsibility. We will address the use of an electronic device for reading at each grade level. In rare cases, parents may request children have a cell phone available in their book bags. Parents can ask to meet with the Principal to discuss this limited exception. Otherwise, all cell phones are prohibited.

## **PICTURES OF STUDENTS IN PUBLICATIONS**

From time to time, photos of students are taken in the school setting and used by the media (or on our school's website) in a general nature for the promotion of specific programs/activities. Please inform the Principal in writing if this will present a problem for you and your child. If you wish, every effort will be made to remove your child from these publications when possible.

## **FINES AND DEBTS**

We ask that all fines or money owed to Hazelwood Elementary School 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 expenses throughout the school year. To keep our programs running effectively, it is essential that we do not operate with negative balances. Students with unpaid balances from current and previous school years will not be allowed to participate in extra school activities (reward trips, field trips, dances, etc.) until the debt is paid. Student accounts should be cleared by the end of each school year.

## **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.

## **DISCIPLINE**

The entire staff of Hazelwood Elementary School shares the goal of establishing a positive atmosphere throughout the school. Children will feel safe, secure, and happy and have a maximum opportunity to learn. To accomplish this goal, our school has established a Code Of Cooperation. Each grade level and classroom has set specific plans when a student chooses not to follow the school, grade level, or classroom expectations. These plans specify both expectations, rewards, and consequences. Classroom teachers will work diligently to help students correct their behaviors and guide them toward leadership opportunities. Students who have a repetitive or severe disregard for the Code of Cooperation and School & Classroom Expectations will be sent

to the Principal's office. We desire to show students how to be leaders and learners as they grow and mature. We strive to help students see their leadership possibilities and encourage them through favorable changes. We will ask parents to join us in our efforts. Thank you for supporting us. In extreme situations, and as required, we will follow HCSBP 4300. A [copy of this policy](#) is available on the school website.

## **STUDENT DRESS CODE**

We believe that students' dress and personal appearance significantly affect their academic performance and interaction with other students. We request that parents outfit their children in clothing that is conducive to learning. The administration and staff prohibit any appearance or clothing that does the following: 1. Is disruptive to the school environment (distracting to students/staff); 2. is provocative or obscene (gestures, photography, or written language); 3. Promotes smoking, alcohol abuse/use, or drug abuse/use; or 4. endangers the health or safety of the student or others (HCSBP 4316), including, but not limited to, unsafe shoes.

## **ATTENDANCE/EXCUSED ABSENCE**

We believe that attending school is very important. Each child is expected to present a written excuse from a parent or guardian for any absence. The note should be given to the teacher when they 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. We will handle all absences following HCSBP 4400.

Students must be in attendance for at least one-half day (begins the school day at 8:00 am, check-out after 11:30 am, or check-in before 11:30 am and remains until 3:00) to be counted present.

Students with more than 15 absences, excused or unexcused, per school year will be subject to summer school, with a cost per day to each student. Students with excessive absences are also at risk for retention. Retention is a decision that is not taken lightly and is strongly considered by the Principal when students have missed valuable instructional time.

## **MISSED ASSIGNMENTS/MAKE-UP WORK**

When your child is absent from school and needs their homework assignment, please telephone the school's office. (You may also contact the teacher directly through email or the Remind App. Remember that teachers are teaching during the school day and may not be able to read or respond to your message until after school.) The homeroom teacher will be notified and will arrange to have all homework put in a folder. Missed assignments can be picked up at the end of the school day or sent home with another child if they are requested in time. When assignments are requested late in the day, or if you do not request your child's work for the missed school day, they will receive their assignments when they return to school the next day. When a student misses consecutive days due to illness, don't hesitate to get in touch with the teacher and arrange for the work to be picked up.

## **CHECK-OUTS**

It may be necessary for your child to check in/out due to sickness, appointments, or emergencies throughout the school year. To help your child be successful, please try to schedule routine appointments after the school day. For our students' safety and security, all students who leave before the end of the regular school day must

be checked out through the office. Parents/guardians should report to the office where the Principal or office staff will approve the child's checking out and notify the teacher. To not interrupt instruction, parents should wait in the office for their child. For the safety of all students, CHECK-OUTS WILL NOT BE PERMITTED AFTER 2:30 pm. Classrooms begin afternoon procedures before dismissal, and it is imperative students remain with their classes through the process. Parents/Guardians arriving after 2:30 pm will be asked to join the afternoon car line to pick up their students or wait in the office until students are safely dismissed to buses and car lines.

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 send someone else to check out the child. Unauthorized adults will not be allowed on campus to pick up students.

### **TRANSPORTATION CHANGES**

Parents should have a plan in place and help their child's teacher understand how a student should travel home each day. This will help our school ensure the safety of your child, and each of our students, throughout the school year. It would be best if you made arrangements for after-school activities before coming to school. Parents will be asked to inform the classroom teacher how their child will go home at the end of "MOST" school days. There are three (3) options: 1) *CAR RIDERS*: Students picked up in our afternoon car line by a parent/guardian with a school-provided ID Tag; 2) *BUS RIDERS*: Students who travel home from school on our 1st or 2nd load of school buses; 3) *AFTER SCHOOL CARE*: Students who have registered and paid to participate in our After School Care program until 6:00 pm.

If your child's transportation needs to change on any given day, please communicate that change in writing to the classroom teacher by placing a note in the agenda book or communication folder. Please do not leave transportation changes on a teacher's voicemail or ask your child to tell their teacher about the change. We cannot take a student's word regarding transportation changes. If an emergency arises and you need to make a last-minute change, you may do so BEFORE 2:30 by calling the school office at 456-2406.

### **MEDICATION**

Any student who uses 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 is needed to administer both over-the-counter and prescription medication (HCSBP 6125). Authorization forms are available in the school office. Medication and authorization forms should be turned into the office, where the 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, eye drops, and nose sprays are considered medication and must be brought to the office by an adult.



## **ILLNESS OR INJURY AT SCHOOL**

Suppose your child is injured or becomes ill at school. In that case, we will make them as comfortable as possible and call you immediately. If we cannot reach parents/guardians, we will attempt to contact the alternate emergency numbers families have provided. We do not have a full-time nurse, and children need to be home when they are ill. Please remember, we cannot keep children who are sick at school. The homeroom teacher and office should be informed of all numbers where we can reach parents during the school day. If a family contact number changes, please notify the school in writing. There is also a form in the office you may fill out to help us update family contact information. ***It is critical that students who do not feel well stay home. If we contact you to pick up your child, please make every effort to pick up as soon as possible.***

## **SAFETY: FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS**

Every precaution is taken to ensure the safety of students during regular school hours. Periodic lockdown, fire, and tornado drills are executed to ensure students learn proper safety procedures and adhere to all safety guidelines. If families have questions or concerns regarding these drills, please direct those to the school principal (HCSBP 1510/4200/7270).

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the district may suspend the regular school schedule to ensure every student's safety. It is the parent/guardian's responsibility to monitor the news reports via television, the internet, and radio. Haywood County Schools also uses a system that notifies families by phone, email, and text messaging. Announcements are typically broadcast between 6:00 am and 6:15 am. If school is dismissed early, parents will be notified by phone using the county Connect 5 announcement. Our school also utilizes the Remind system to share early dismissal information quickly. To connect to the Remind system, please follow the instructions shared later in this handbook. In any situation, a family's communication with a child's teacher is crucial to maintain each child's safety. We will always follow the arrangements you have made before these days unless we have been notified otherwise. Students will feel more comfortable with these changes if families communicate their plans with students as well. Our school will send a form home to be completed and returned to the teacher before we have inclement weather. Families may request this form at any time the information needs to be updated. Again, please ensure the information we have is accurate and follows your family's plan.

## **SCHOOL INSURANCE**

Hazelwood Elementary 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 will be sent home for your consideration. (HCSBP 4220).

## **HOMEWORK**

Homework will be assigned nightly to all students as each teacher sees appropriate. Homework should be an extension of the school day and is intended for students to have additional independent practice. Classroom communication will be found in the "Communication Folder." Parents are encouraged to check their student's folder daily. We also encourage parents to keep open communication with their child's teacher. Most importantly, if you see your child is struggling with homework, the classroom teacher needs to be aware. Feel free to speak to your child's classroom teacher with other concerns. The classroom teacher will be able to share their preferred method of communication.

We know parents' interest and engagement with their child's education can help them be more successful. We strongly encourage you to read with your child and listen to your child read each day. Please talk with your

child about the books they are reading. Allow your children to see you reading books, magazines, and newspapers. Reading with your children is an investment in their future.

## **REPORT CARDS**

Report cards are issued to students at the end of each nine weeks. We will send progress reports 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 notified if a student is in danger of failure or is not working at their full potential.

## **FIELD TRIPS**

Before 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. Your child may not be included in a field trip if the appropriate permission slips are not returned.

## **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 pull forward as far as possible.
- Parents will initially form two lanes of traffic. Traffic will alternate and merge to form a single line for students to unload safely. All unloading will take place next to the covered walkway.
- **Cars will not be allowed to park in the unloading/drop-off area.**
- **DO NOT PASS in the unloading area.**
- It is unsafe to allow students out of the car before 7:30 am. Staff members are not on duty for supervision until 7:30 am.
- Parents - Please remain in your cars and be ready to move forward.
- Please do not use cell phones while driving through the drop-off lanes. Your attention needs to be on the movement of cars and children.
- The school speed limit is ten m.p.h.
- Inform all persons who will be transporting your child of all the traffic procedures.
- Please watch for Pre-K students and parents as you drop off your child. These students are required to be walked to the school door.
- As a reminder, our campus is \*tobacco and smoke-free. Please discard all tobacco products before entering the parking lot. (HCSBP 5026/7250 No school employee, volunteer, or visitor shall use or display any tobacco products on school premises.)

## **CARLINE: AFTERNOON DISMISSAL AND TRAFFIC PROCEDURES**

While in the car line, please remain in your car and be ready to move. Once students begin coming out of the building at dismissal, all parents need to be in their vehicles. Parents should not attempt to walk to the dismissal line to have quicker access to their children. It is difficult for teachers to keep track of students and maintain students' safety on the car line while managing adults and children walking between cars. For all students' safety, teachers will assist with connecting you with your child as you progress through the car line.

- We will form two lanes of traffic. All loading will take place next to the covered walkway.
- All cars must display the school-issued identification (ID) hanger from the rearview mirror until you leave campus. For the safety of all students, We will ask any vehicle without an ID hanger to pull over for identification. Car tags will be given out at "Meet The Teacher" night during the Teacher Workdays at the beginning of the school year. They will be available in the main office throughout the school year.
- 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.
- PreK parents will pick up students before 2:50. PreK parents should drive to the right-covered walkway in front of the gym and arrive by 2:45.
- K-2 parents *SHOULD NOT ARRIVE BEFORE 2:50*. K-2 parents should drive to the covered walkway in front of the gym (Visitor's parking area). K-2nd grade students will begin loading in cars at 2:50 pm.
- K-2 students with siblings in grades 3-5 will dismiss with the 3-5 students at 3:05 to the left of the main entrance. 3rd-5th grade students, with siblings in lower grades, will gather inside; siblings will be dismissed simultaneously to the car line at the covered walkway in front of the cafeteria.
- If you pick up a student in grades 3-5, please drive to the covered walkway in front of the cafeteria (Staff and Bus parking area). 3-5 Carline will not begin until buses are dismissed at 3:05. Drivers picking up 3rd, 4th, and 5th graders should wait until 3:05 pm to prevent long traffic lines on Plott Creek Road.

## 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. Any changes made within the first ten days will be communicated immediately via Remind. 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 to the child's teacher. 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 the suspension from the bus is necessary. (HCSBP 6305).

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.**

Your child will receive Bus Safety Instruction during the first week of school. This will outline the rules, behavior, and safety expectations to maintain a safe bus. Students are asked to follow the BUS CODE OF COOPERATION. 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, drinking, and other unsafe activity. Students riding the bus must comply with the requests of the driver. (Public School Law 115C-245.)

## **AFTERNOON SECOND LOAD BUS STUDENTS**

Students who ride the second-load buses will be supervised in a central location until their bus arrives. Students are expected to follow the procedures of the regular school day. Students who do not choose to follow the expectations risk 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 for the bus to arrive or while riding the bus.

## **OUTSIDE DELIVERIES TO STUDENTS**

To preserve instructional time and ensure safety, please DO NOT have balloons or flowers delivered to students at school. These items cause distractions to the learning environment and become safety hazards on school buses. 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. Hard candy is not allowed for snacks or parties to prevent the danger of choking.

## **STUDENT COMMUNICATION**

Students will be permitted to use the telephone only by permission from the teacher or Principal. Parents cannot call the school to speak to their children. Emergencies will be handled through the school office. If an emergency arises, please contact the office for assistance.

## **PARENT/TEACHER COMMUNICATION**

We believe communication between teachers and parents is essential for the success of our students. Parents are welcome to call their child's teacher. We ask that you call before 8:00 am or after 3:00 pm during the weekday. Feel free to leave a voicemail, and the teacher will return your call as quickly as possible. Teachers check their voicemail daily. However, it is possible they could not receive your message until the next school day. Do not leave voicemail messages about a change in transportation for your child. **It is essential ALL TRANSPORTATION CHANGES are communicated in advance by a written note in student folders or a Remind message to the classroom teacher. If you need immediate assistance in case of an emergency, it is always best to call the school office (HCSBP 1310/4002).**

## **PARENT/TEACHER CONFERENCES**

We encourage frequent conversations with teachers concerning your child's academic progress. Parent/Teacher conferences should be scheduled at a mutually convenient time. Please do not plan to visit with a teacher without an appointment. Teachers and students have morning routines that are essential to getting the day started well. A teacher's priority is their class and beginning their instructional time. Teachers will schedule conferences throughout the year. We also welcome parents to reach out to teachers to discuss concerns. The Principal and Assistant Principal are also available to listen to parents' concerns once a parent and teacher have addressed the issue and worked toward a resolution.

## **STUDENT LED CONFERENCES**

Throughout the school year, your child may invite you to attend a Student-Led Conference. We hope you will make every effort to attend. Student-Led Conferences allow you to see your child as a leader. Students will work diligently throughout the year to challenge themselves and accept the challenges teachers put before them. Student-Led Conferences will allow your child to showcase their goals, their work, their accomplishments, and their victories just for you.

## **BLACKBOARD CONNECT SYSTEM**

The Haywood County School district and Hazelwood Elementary School will utilize the district and school website (<http://www.hes.haywood.k12.nc.us/>) to keep you updated with important events and activities. We also communicate regularly through the *Blackboard Connect System*. This system will call your home, cell phone, text, or send an email with pertinent school information. Weather-related announcements, school closings/delays, and emergency information will also be communicated through this system. When you receive these calls, you can expect a short delay before the announcement begins. *Parents can access their students' blackboard portal to set up numbers and email addresses for receiving these alerts.*

*IMPORTANT: If you change your telephone number only at the school, it will not automatically change in blackboard connect. Parents/Guardians must log into the blackboard connect system to make these corrections. Until you make changes in the blackboard connect system, all alert messages will go to the number you initially set up.*

## **POWERSCHOOL**

PowerSchool is the data management system Haywood County School utilizes to monitor student attendance, performance, and information. As a parent/guardian, you can access portions of the PowerSchool system. If you are interested in accessing PowerSchool, please stop by the office for additional information.

## **VISITORS**

For our students' safety and security, all visitors on campus between 8:00 am, and 3:00 pm must check-in at the office and receive a visitor's pass (HCSBP 5020 and 5015). If you are on campus without a visitor's pass, all staff members are instructed to ask you to check in through the office.

## **STUDENT ACCOUNTABILITY**

Hazelwood Elementary will conduct grade-level meetings throughout the school year. We will provide student accountability information at these meetings. Please make every effort to attend grade-level meetings for your student. School Board Policies 3420, 3410, and 4400 explain student promotion standards, minimum attendance requirements, test standards, and other requirements making students eligible for promotion. The school will establish a school-level committee to make final decisions regarding any students who do not meet the criteria outlined in these policies. Some students may be promoted to the next grade level after retesting, attending remediation, or summer school.

## **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. Volunteer training is conducted when necessary. Volunteers are subject to a background check and multiple screenings. Our volunteer coordinator is our Lead Teacher, Mrs. Trader. You may contact Mrs. Trader by calling the school office. Forms for volunteering within the school are available in the office. For our school and our students' safety, volunteer forms should be filled out in the school office (HCSBP 5020/5015).

## **SCHOOL CAFETERIA - BREAKFAST**

Breakfast will be served between 7:30 am, and 8:00 am. If your child plans to eat breakfast, they need to be at school no later than 7:55 am. Breakfast is free for all students. Adults may eat breakfast for \$1.75.

## **SCHOOL CAFETERIA - LUNCH**

Lunch will be served daily. If school is dismissed early, we make every effort to serve lunch. If circumstances do not permit us to serve lunch, we will make every effort to notify you using our Connect Alert Phone System. Lunch is free for all students at Hazelwood this school year.

## **LUNCH MENUS/PRICES**

A lunch menu is available on the Haywood County Schools and Hazelwood Elementary website. School lunches are \$3.75 for adults. Additional lunch items can be purchased a la carte and vary in price. Suppose you do not want your child to purchase extra items (extra lunch items, snacks, drinks, ice cream, etc.). In that case, you must notify the cafeteria in writing. If you wish to add money to your child's account for "extras," you may do so online or in person in the cafeteria. There is a link on the Haywood County Schools website where you can pay online using a credit card. You may also go directly to this link [at www.k12paymentcenter.com](http://www.k12paymentcenter.com) or copy/paste it into your browser. Your child's lunch balance is available to view through PowerSchool. Snacks, ice cream, extra portions, and items outside the standard lunch cannot be charged.

A school lunch includes milk. Other drink options are available if your child has a milk allergy. For any health/nutrition situation your child faces, please speak to the cafeteria manager to help manage your child's specific health/nutrition needs.

While we encourage children to eat lunch from our school cafeteria, your child may also bring lunch from home. If your child brings lunch from home, they can purchase milk for 55 cents. Soft drinks, canned or glass bottled drinks are not allowed.

## **CLASSROOM SNACK POLICY**

Due to the increase in student allergies, students are not allowed to bring items for snacks for classroom events that are prepared from home. All items must be commercially packaged or prepared, as stated in board policy. (HCSBP 4236/6126) You must communicate with your child's teacher to know your child's classroom snack plan/schedule. Some classrooms require students to bring their own snack each day. Other classes have a rotation schedule where parents share snack responsibilities. Please communicate with your child's teacher to know when you can help celebrate a special occasion with your child and their classroom.

## **AFTER-SCHOOL CARE & SUMMER CAMP PROGRAM**

After-school childcare is provided until 6:00 pm each day school is in session for students in Kindergarten through 5th grade. Pre-K students have an After-School Care program available and appropriate for their specific age/needs. Summer Camp is provided during the summer when school is not in session. Information regarding both programs is available in the school office. All students must be pre-registered for After-School & Summer Camp before they can attend. There is often a waiting list for our After School Care. It is recommended parents pre-register their child for After School Care at the beginning of the school year in the event your child needs emergency care once school is dismissed. Our After School program is a highly rated, well-established program and an option only for Hazelwood Elementary School students. Payments for After School care are required for students to attend. The weekly cost for students K-5 is \$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 pm. To ensure your child's slot is reserved, you are expected to make payments each Monday for the week. Summer Camp information will be available near the end of the school year.



## **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, sweaters, 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. We appreciate the communication, so write notes and email us with any concerns.
5. Please make every effort to schedule appointments (medical, etc.) for your child before or after school. Instructional time is valuable!

## **WHAT YOU CAN DO TO HELP YOUR CHILD LEARN**

- Provide your child with suitable study conditions (TV off, desk or table, lights, books, and supplies).
- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make sure that your child sleeps at least eight hours each night.
- Praise your child each day for something they have done. Have a special place to put schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.

Thank you for your cooperation and assistance. We are honored to have the opportunity to be a part of your child's life. If we can be of service to you in any way, please feel free to call.

Please keep this handbook as a reference. We will notify you if a policy or procedure needs to be modified or changed. You should review these guidelines and discuss them with your child. Together, we can all work to have a fun, positive, successful, and rewarding experience.

Hazelwood is a great place to be!