

# Howard Hall Elementary School Parent Handbook

# 2023-2024



This handbook provides important information regarding procedures for our school. Please read it carefully and review this handbook with your child. We encourage you to keep this document close throughout the school year to use as a reference for policies and procedures. If you have any questions, please call the front office for clarification.

***COVID-19 DISCLAIMER:***

- *All Cumberland County Schools district-level and school-based communications or*

*guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.*

### **Howard Hall Classical Elementary**

Howard Hall Classical Elementary School is committed to providing a quality education in a safe environment to ensure that all scholars are prepared to move to the next level as 21st Century Learners!

Therefore we, the family of [Howard L. Hall Classical](#), are committed to the **3 R's** of education:

- Relationships
- Relevance
- Rigor

**Relationships** are a top priority of our school. We believe in providing safe, caring, and supportive environments in which scholars and those involved in our school thrive. We go the extra mile to ensure all customers are heard. Our work with scholars reflects the work we expect of others when working with our own children, nieces, nephews, our own brothers, sisters and/or our own grandchildren.

**Relevance** in our school provides continual evaluation of scholar achievement, uses the most current research based teaching strategies for scholar learning and is guided by the essential question, "What does this child need to succeed?"

**Rigor** is provided by teachers that continually grow as professionals who emphasize a strong character education program, and implement weekly school-wide Socratic seminars. This enhances listening and communication skills, by differentiated instruction, and building on the strengths and personal goals of each scholar.

#### **Our Beliefs:**

- Each scholar is a unique individual.
- Every scholar has the potential to become tomorrow's leaders.
- scholars should be encouraged to be independent thinkers and learners.
- All scholars can and will succeed.
- Teachers, staff, and administrators should nurture the needs of every scholar.

**Our school Motto and Vision for the Howard Hall Elementary family:**

**"Fortitudine Vincimus"**

**By Endurance we Conquer!**

This classical phrase and our mission statement epitomizes the rigorous, yet nurturing environment provided by the school, home, and community at Howard Hall Classical Elementary School.

### **HOME/SCHOOL COMMUNICATION**

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- taking a minute to read and listen to Parent Links and Class Tag messages which are sent from the school.
- making a commitment to attend Open House, parent-teacher conferences, curriculum nights and other school events.
- returning correspondence in a timely fashion. You may need to work with your child to ensure they return notes, permission slips, etc. on time.
- talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication.
- discussing concerns **not resolved at the classroom level** with the Principal. Bringing unresolved issues to the attention of the principal will usually result in a satisfactory resolution.

### **ATTENDANCE**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. scholars are expected to be at school on time and to be present at the scheduled starting time for each class. Attendance at school for children in North Carolina between the ages of 7 and 16 is mandatory. The following constitute valid/lawful absences from school, provided satisfactory evidence of the excuse is provided:

- illness or injury
- isolation ordered by the local health officer or state board of health

- death in immediate family, including, but not limited to, grandparents, parents, sibling
- medical or dental appointment
- court or administrative proceedings
- bona fide religious observations (a minimum of 2 days)
- Educational Opportunity (the Educational Opportunity form must be completed and given to the principal prior to the absence. Upon return, the scholar (s) must give a report of the trip, verbally or written to the principal for approval within 5 days of return) No educational leave will be approved until the report is given.
- scholar s whose parent(s)/legal guardian(s) is/are an (a) active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support hosting will be granted up to 5 additional excused absences by the principal

**Parent notes should include the date of the absence, the specific reason for the absence, and the signature of the parent.** Excessive absences are detrimental to scholar success. A doctor's note must be sent when a scholar accumulates 5 or more absences. **If the teacher does not receive a written note within 3 days of the scholar returning to school for the child's absence, the absence will be coded unlawful/unexcused.** All other excuses, including vacations and leave periods, are unexcused/unlawful absences. After an accumulation of 3 unlawful absences, a letter of notification will be sent to parents. If you receive a letter, please be advised that you may be in violation of the compulsory attendance law. The school social worker will be notified and you may be prosecuted if these absences cannot be justified. We would, of course, like to avoid such actions by soliciting your cooperation in helping your child maintain regular school attendance.

### **TARDIES**

It is very important that scholar s arrive on time daily. **If a child is tardy, a parent or legal guardian must check the scholar in and obtain a tardy slip before the child can go to his/her classroom. Your child is considered tardy if he/she is not in the classroom when the 7:50am tardy bell rings.** We stress the importance of being on time and ready to begin the day. Parents of scholar s who are excessively tardy to school or class may be subject to a formal conference with administration, teacher, and social worker. Work habits for later years are being established, so let us work together to eliminate tardiness.

### **DAILY SCHEDULE**

Building Opens	1 <sup>st</sup> Warning Bell	Tardy Bell	1 <sup>st</sup> Afternoon Dismissal Bell	2 <sup>nd</sup> Afternoon Dismissal Bell
7:15 a.m.	7:45 a.m.	7:50 a.m.	2:25 pm Car Riders, Walkers	2:30 pm Bus, Day Care & Prime Time

**CHECK-IN AND CHECKOUT POLICY**

The Cumberland County Board of Education’s Policy states that no staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person’s custody, without the direct prior approval and knowledge of the principal or his/her designee. Also “no scholar shall be permitted to leave school early under any conditions without a parent or guardian’s written authorization and permission of the principal or his/her designee.”

In view of the above policy, Howard Hall Classical Elementary School will observe the following “check-in/check-out” procedures:

- A. Under no circumstances will scholars be released from class without following checkout procedures at any time during the school day.
- B. The individual bringing the scholar to school must “check-in” scholars who report to school at or after 7:50 a.m. A tardy slip is presented to the scholar for the homeroom teacher. No scholar will be allowed to enter through the front door of the building in the morning without an adult. All scholars must enter through the car loop side entrance if they are a car rider and through the bus rider door if they are a bus rider. Walkers from the rear and left of the school will enter on the breezeway. Walkers from the right of the school will enter through the daycare dropoff door. This is a safety matter. Thank you for your cooperation.
- C. Scholars must be picked up by a parent/guardian or an adult 18 years or older whose name is listed on the orange check out card. Office personnel must verify the id of the person picking up the child. Any custodial issues must have court documented paperwork on file in the front office.
- D. If a person attempts to check out any scholar without being listed on their orange card or on the emergency contact list for that child in Powerschool, he or she will be denied. It is the parents responsibility to keep the emergency contact information updated in the front office.
- E. Parents picking up scholars for checkout must report directly to the office and sign a checkout sheet. Teachers will not release scholars without notification from the office. To limit learning disruptions, we ask that parents wait in the office for the scholars. The person must provide picture identification if requested.

- F. **Scholars will not be released for check out after 2:00 p.m.** Teachers are concluding lessons and preparing the scholars for dismissal. We appreciate your cooperation with this policy.

### **WITHDRAWING AND TRANSFERRING**

1. Notify the data manager and the classroom teacher, several days in advance of the intent.
2. All books, school computers, hotspots or other items belonging to the school must be turned in or reimbursement made prior to withdrawing the scholar . When our data manager confirms fees are paid, the transfer paperwork will be released.
3. Any scholar that leaves school before the end of the term and does not enroll at their new location will be marked absent and are subject to North Carolina laws regarding attendance.
4. When checking scholars out after volunteering and/or celebrations, parents must adhere to the aforementioned checkout procedures. scholars will not be allowed to leave the classroom or cafeteria with parents. All parents/guardians must report to the office first to sign the checkout card and then the scholar will be called to the front office.

### **CHANGE IN TRANSPORTATION**

It is the parent's responsibility to inform the school in writing if there is to be a change in the regular mode of transportation from school for a child.

We cannot accept the child's word that there has been a change in the mode of transportation on a given day.

Unless notified in writing, we will send your child home in the regular established manner. The note must be received by the teacher the morning of the change.

All transportation change notes will be copied and given to the assistant principal/front office staff. **(E-mails or Class Tag messages are not approved for transportation changes)**

**We prefer to not make transportation changes over the telephone. Please note that changes over the telephone will only be approved by administration and will only be granted in extreme emergencies.**

Thank you for understanding that we are serious about protecting all children, every day. Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays when possible. If a child needs to be dismissed early, parents must sign the child out in the school office as policy states.

### **FIELD TRIPS**

Howard Hall Classical Elementary School scholars may have the opportunity to go on educational field trips throughout the school year. The purpose of field trips is to augment instructional activities. Field trips must be congruent to the NC Standard Course of Study and the age appropriateness of the scholars. Parent consent for all field trips must be provided in writing by the scholar's parent/guardian prior to the field trip. A copy of the form shall be maintained in the principal's office and with the homeroom teacher during the field trip. Additional adult chaperones to monitor scholars may be needed and will be invited by the classroom teacher. Chaperone duties include supervising small groups of scholars, monitoring rest room behavior and at the field trip destination. Parent chaperones are not permitted to ride the Cumberland County Schools bus with scholars unless otherwise stated and **only Howard Hall Elementary scholars are permitted to attend field trips**. If you are asked to chaperone, please do not bring any additional children or scholars. ***All chaperones must have a cleared background check by Cumberland County Schools for the current school year.*** If you would like to attend the field trip and not chaperone we ask that siblings of any age do not attend. This is a special time for you and your scholar and we want to ensure the safety and supervision of the assigned grade level is our first priority. Increased numbers can have an effect of altering the schedule and timelines of the field trip that must be strictly followed. For your child's safety and the safety of our scholars, we ask that you do not caravan behind, in front of or around school buses or charter buses. Fees include entry to locations and transportation. The fee is shared among all scholars and chaperones. Field trips are non refundable. Additionally, all scholars must arrive at school on time on the day of the field trip in order to attend.

### **SCHOOL DELAYS DUE TO INCLEMENT WEATHER**

In the event of inclement weather or an emergency, all scholars will be released at a time designated by the Board of Education. The dismissal time will be announced repeatedly on all radio stations and area TV stations. Buses will run regular routes. If you cannot be home, please arrange for childcare with a friend or neighbor. This person

needs to be listed on your child's emergency contacts list. Please discuss this possibility with your child (ren) to better prepare them in case this situation occurs.

- Make up days for inclement weather will be announced as the need arises. Now that our county is one to one with devices, on inclement weather days we will most likely conduct school virtually.
- Breakfast will not be served if a two hour delay is announced.
- Lunch will be served.

### TRANSPORTATION

In an effort to ensure the safety and well-being of each bus rider and to avoid confusion, the following Bus Discipline Policy has been established. It outlines rules and expectations so that each scholar may have a safe bus ride to and from school.

### ACCORDING TO THE CUMBERLAND COUNTY CODE OF CONDUCT HANDBOOK

School transportation service is a privilege, it is not a right. While riding a school bus, and at the bus stop scholars must obey the directives of the school bus driver. Failure to adhere to established rules of conduct may lead to suspension from the bus or school. The following conduct is specifically prohibited:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions
3. Tampering with or willfully damaging the school bus or equipment
4. Possessing or using drugs or intoxicating beverages
5. Boarding or getting off at an unauthorized stop
6. Distracting the driver's attention by participating in disruptive behavior.
7. Failing to observe established safety rules and regulations
8. Willfully trespassing upon a school bus
9. Violating any other rule of the scholar Code of Conduct while on the school bus, at the bus stop, or any other school vehicle.
10. The Assistant Principal or Principal will handle any inappropriate behaviors demonstrated by scholars that have been reported by the bus driver. **scholars who behave inappropriately on the school bus or at the bus stop may be suspended from riding the bus for an indefinite period of time by the Assistant Principal or the Principal.**



## **BUS POLICY**

Please be aware that scholars will not be allowed to ride any other bus or depart from any stop other than the one they are assigned which is connected to the home address. It is our goal that all scholars get home safely. Consistency is the key to making sure this goal is met. Please see the excerpt from 2017-18 Board Policy which can be found on the CCS website.

### ***Policy Code: 6321 Bus Routes***

#### ***A. TRANSPORTATION TO LOCATIONS OTHER THAN HOME***

*Upon request, the superintendent or designee may, but is not required to, assign a scholar to a bus to transport the scholar to and/or from a location other than home if the following conditions are met.*

- 1. The scholar's parent or guardian submits a written, signed request that states the specific location other than home to which the scholar is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the scholar's safety once the child has departed from the bus.*
  - 2. The request for such transportation does not require a bus to deviate in any significant way from an established route.*
  - 3. There is capacity on the bus if the request would necessitate the scholar's riding a different bus from the regularly assigned bus.*
  - 4. The scholar's residence and requested bus stop are within the zone eligible for transportation service.*
  - 5. The request for such transportation does not cause the school system to incur any additional cost.*
  - 6. The proposed bus stop meets safety standards established by law, the board, the superintendent or the principal.*
- Any changes in bus stops must be approved by the superintendent or designee.*

Kindergarten, 1st and 2nd grade scholars must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school scholar or other responsible adult). Parents/guardians may provide written permission to allow their children in grades first (1st) and second (2nd) to walk home unsupervised. If parental consent has not been given and there is no parent/parent designee at the bus stop to receive the scholar the driver must return the scholar to school at the conclusion of their route. If a parent/guardian is consistently not at the stop (more than 3 times), the child will be removed from the bus route and a parent/guardian must provide transportation. scholars in grades 3, 4, and 5 may be discharged at the bus stop without an adult present.

## **ASSIGNED BUSES**

scholars must be registered to ride the school bus. Intent to ride form on the CCS website must be filled out in order for scholars to ride the bus starting the first day of school. If the form was not filled out prior to school starting a request must be made by the assistant principal to the county. This process can take a week or more. Thank you for your patience with bus assignments. School buses pick scholars up at neighborhood entrances and street corners. Stops in front of homes are not permitted. All scholars living more than 1 mile from our school should ride a school bus. Buses are new and equipped with the latest safety features. Drivers are experienced and love driving your children to and from school. Please download the Here Comes the Bus App found on the CCS website to track your child's bus. To sign up or to learn more about Here Comes the Bus, visit <http://www.herecomesthebus.com>. Should you have any further questions, please email CCS at [herecomesthebus@ccs.k12.nc.us](mailto:herecomesthebus@ccs.k12.nc.us) or by phone at (910) 678-2582.

## **WALKERS**

scholars walking to school should select the safest and most direct route.

**Kindergarten scholars will not be allowed to walk home alone without a parent or guardian present.** All parents must meet scholars on school grounds to retrieve their child(ren) at the end of the school day. School personnel are not permitted to leave school grounds during dismissal.

## **CAR RIDERS**

scholars living within a mile of Howard Hall Classical Elementary School are considered car riders. All other scholars with the exception of "out of district" scholars, are asked to ride the school bus or day care transportation.

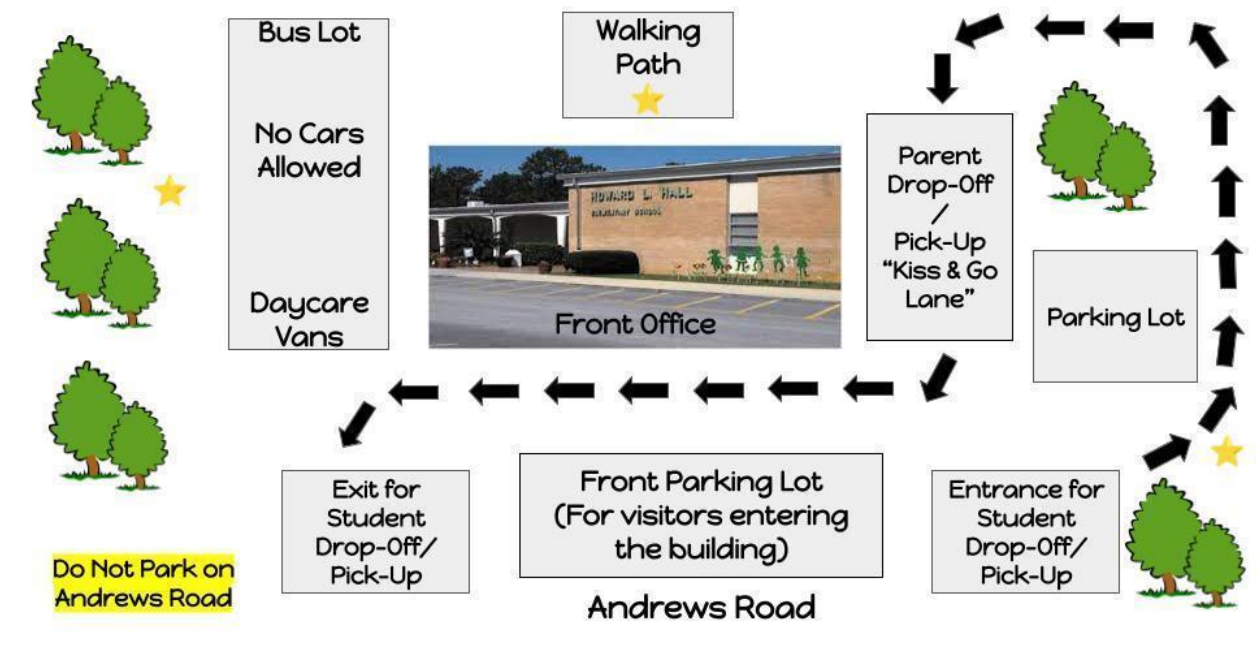
Morning drop off begins at 7:15 a.m. Parents must remain in their cars and use the drop off loop in order to allow traffic to move smoothly. No child should be dropped off prior to 7:15am due to no staff supervision. All car riders should enter through the side door from 7:15 to 7:45. At 7:45 the gate will be closed and parents/guardians must park and enter the front door, report to the window and sign in the child at/after 7:50.

Pick-up for car riders: Pick-up for all scholars will begin at 2:30 p.m. **Parents must remain in their cars and use the pick-up lane in order to allow traffic to move**

smoothly. We will not release scholars to parents who park and walk over to the dismissal area. This is not fair to the other parents who are following procedures.

Your Smart Dismissal Car Tag must be displayed when entering the loop and remain displayed until off campus. If a car tag is not displayed, we will check the id of the person in the car against the emergency contact list in the office. If the name of the person is not listed, they will be denied. If a person arrives for pick up without the car tag and a valid id, they will also be denied. A screenshot of an id is not considered valid.

If you have a change in transportation and another authorized adult is picking your child up in another car, you must ensure the teacher has received your note and that the authorized adult has a valid ID with them during the time of pick up. E-mails and Class Tag messages will not suffice as approved notes. **Parents/guardians are not permitted to park on Andrews Road and walk to pick-up scholars.**



## IMMUNIZATIONS

North Carolina General Statute # 130A-1569 (a) requires the parent or legal guardian to furnish proof of the following immunizations:

- v 5 doses DTP\*/Dtap- Five doses: no pertussis on or after age 7; series complete if 4<sup>th</sup> dose is on/after the fourth birthday; 3 doses Td requires if series began on or after the 7<sup>th</sup> birthday.
- v 4 doses Oral Polio\*/IPV – Four doses of vaccine; Series complete if 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday; no polio on or after age 18.

- v 2 MMR (measles, mumps, rubella)- Measles: Two doses at least 30 days apart, first dose on or after 12 months of age, second dose before K-1 entry, two doses required if child entered K-1
- Mumps/Rubella: One dose on or after 12 months of age.
- v 3 Hepatitis –B- three doses series required for K-1 entry
- v 1-2 HIB\*- Hib is not given if the child is 5 years or older; 4 (or three if PedvaxHib) doses in primary series; Series complete at least 1 dose given
- v 1 dose Varicella given on or after 12 months of age

**If proper evidence has not been presented, in a timely manner, that the required immunizations have been completed, we have no choice but to dismiss your child until evidence is shown.** The dismissal will be sent to you, the Health Department, Cumberland County Schools Healthful Living Department and a copy will be kept on file in your child’s record. **Please ensure proper immunizations before your child begins school. It is now a requirement that all kindergarten and all out of state scholars must have a physical within the first 30 days of enrollment.**

### **CHARACTER CONCEPTS**

Because optimal teaching and learning requires a safe and orderly school environment, we place great emphasis on CHARACTER development. scholars displaying the character traits will have the discipline and behavior necessary for learning. We must all work together to reinforce traditional values and positive character in all our children. We realize it must originate and be fostered in the home. Please help us this year as we work to build character education within our school. Good character must start at home, must be modeled, must be a community effort and will lead to success. The following CHARACTER concepts will be concentrated on each month during the school year:

- |  |                            |
|--|----------------------------|
| August – Introduction to Character Education | January- Self-Discipline   |
| September- Respect                           | February- Trust Worthiness |
| October- Responsibility                      | March- Fairness            |
| November- Integrity                          | April- Citizenship         |
| December- Caring                             | May/June- Courage          |

### **Scholar CODE OF CONDUCT**

Each scholar has been provided a copy of the Cumberland County Schools “scholar Code of Conduct.” scholars are responsible for knowing the rules of our school. Please review this booklet with your child. The faculty and staff at Howard Hall Classical Elementary School fully support and implement the rules and policies contained therein.

### **PBIS/HOUSE SYSTEM**

Since positive behavior is essential to academic progress, the teachers and staff of Howard Hall work together to encourage productive behavior in a firm, fair, and consistent manner. Our school discipline plan is based on the premise that teachers are here to teach and scholars desire to learn and be safe

Therefore, it is our expectation that all scholars will behave in such a way that will not interfere with the learning of other scholars. Each child will receive a copy of the Code of Conduct as outlined by Cumberland County Schools. scholars disrupting our learning environment will be subject to disciplinary action.

These are specific rules and consequences that each scholar is expected to follow. Please read and discuss the code with your child. If, after due process, proper conduct is not established, scholars may be sent home until further notice. Positive Behavior Intervention & Support (PBIS) is a process for creating safer and more effective schools. It also helps schools decide how to respond to a child who misbehaves. A hallmark of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them.

We expect all scholars to:

“Bee Safe”

“Bee Trustworthy”

“Bee Involved”

“Bee Nice”

“Bee Great”

We also have a House System in conjunction with our PBIS program. Each scholar will be sorted into a house. The 4 houses are Fidelis: representing trustworthiness, Fervor: representing enthusiasm, Amicus: representing kindness and Magnus: representing greatness. Every scholar will learn about our rules and expectations, the house system and what each house represents. scholars will be taught character education and the importance and values of team work and community building.

scholars will still earn their individual points for positive behavior but will also earn points for their house simultaneously. The houses will compete each quarter in a race to earn the most points. Parents will earn points for the house when they attend our events/meetings. There will be house meetings, house lunches, and house challenges.

We want our scholars to be united with a school family outside of their class and grade level. Scholars will interact with their peers and teachers they normally would not have. Our goal is to incorporate mentoring and reduce bullying. Also, to provide a sense of community and team work and encourage school pride.

### **NON-EDUCATIONAL ITEMS AT SCHOOL**

Scholars are prohibited from bringing items such as electronic games, iPads, sunglasses, candy, fidget spinners, shoes with wheels, trading cards and/or other

questionable items unless otherwise specified by the teacher. These items will be confiscated and placed in an administrative office, and scholars will be informed that their parents must pick up the items in question. **If a scholar must carry a cell phone for after school use, the phone must be kept in a bookbag and turned on silent or off during the day.**

### **Scholar Cell Phones**

- Cell phones should be turned off and stored away. **scholars are not permitted to text or make phone calls during the instructional day.** Cell phones will be confiscated if seen being used on campus during the instructional day.
- Earbuds, Airpods, and other listening devices should not be used or be worn in the ears unless directed by the teacher.
- Scholars are not permitted to take, post, and/or share pictures, record videos at any time while on school property with any electronic device unless instructed by teacher for educational purposes.
- If a scholar has an emergency, then the scholar is permitted to use the school phone to make contact with the parent.
- The school is not responsible for any lost, stolen, or broken electronic devices that are brought to the school.

### **Consequences:**

**1st Offense-** Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the scholar at the end of the day: Warning documented and teacher notifies parent.

**2nd Offense-** Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the child at the end of the day: Warning documented and teacher notifies parent.

**3rd Offense-** Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the child at the end of the day: Warning will be documented and phone call home with warning that 4th offense will result in a parent or guardian having to pick up the phone in the front office.

**4th Offense-** Cell phone must be picked up in the front office by the parent or guardian during school hours.

### **SCHOOL ADMISSION POLICY**

To be eligible to attend Howard L. Hall Classical Elementary School, the child, or his parent, guardian, or person having lawful control of the child shall reside in the Howard

L. Hall Classical Elementary School attendance areas or have been approved to attend by the Superintendent of Schools through the scholar assignment office.

### DRESS CODE 2023-24

● All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. ● No scholar shall be suspended out of school based solely upon violation of an existing individual school dress code. ● a scholar s' dress contributes to our safe & orderly school atmosphere, self-respect, & supports positive "first impressions". scholar s are earnestly advised to dress with good taste & in so, they will be contributing to the general pride of the school. School dress/attire/appearance concerns will be addressed by school staff. scholars with questionable dress/attire/appearance will be sent to the office to call home for assistance. Thank you for helping to teach children to dress for success. ● The following is a dress code that we feel will maintain an atmosphere of comfort & learning.

● scholars must wear skirts & shorts that are no more than three inches above the knee when standing. It is recommended that young ladies wear shorts under their skirts. ● scholars must not wear clothing depicting intoxicating beverages, tobacco products, weapons, or obscenities. Clothing which causes a disruption en-route to or at school is not permitted. ● scholars must wear jeans, pants, shorts, shirts, or slacks that fit at the waistline. – no biker shorts, leggings, jeggings, ripped clothing that exposes too much skin, bagging/sagging attire or too tight attire. ● The hoods from hoodie's, jackets, sweaters & coats may not be worn. ● Blouses/shirts must cover shoulders & midsections (stomach, chest, or ribs) – no spaghetti straps. ● All spray in hair coloring, hair wash/rinse/coloring, or hair styles which could be disruptive to the school environment are prohibited at school. Hair appearance should not be a disruption to the school learning environment. ● Your child's safety is our priority! NO flip-flops, open-toed shoes, heels (higher than one inch) or wheels on shoes are permitted. In an effort to keep scholar s safe, all scholar s need to wear tennis shoes to PE class. If a scholar is not wearing proper footwear, he/she will be asked to step/walk around the perimeter of the gym for the duration of class (as an alternative way to stay active). ● Closed-toe footwear is appropriate for your child's daily physical activities. scholar s are **not allowed to wear crocs** or shoes with lights, wheels or noise making capabilities. ● Attire will be clean, neat, & not revealing. ● Headgear will not be worn in the building & must be kept inside the book bag. This includes hats, kerchiefs, scarves, bandanas, etc.

● All clothing must be free of offensive language (or pictures) relating to violence, controversial issues/topics, drugs, race, or sex. Clothing should represent respect for self & others & promote a positive attitude in our positive emotional learning

environment. • No excessive jewelry. • In the event of a scholar attending school in violation of the dress code & causing a disruption (deemed by administration), & the parent cannot be reached, the scholar will be given an alternate article of clothing from the school's clothing supply to continue the school day

### **FULL SPANISH IMMERSION/CLASSICAL SCHOOL**

Howard L. Hall is a "Classical" School and Spanish Immersion is offered to our scholars.

Classical Schools:

Focus on developing life-long learners

Global Education, Focus on Diversity

Character Education

Employs a variety of instructional methods as integrating, differentiated instruction and hands-on learning

Emphasize positive character development

Adhere to the Code of Conduct

Prescribe a standard code of dress

### **CLUBS AND TEAMS**

Broadcast (News Team) Club

Chorus Clubs

Art Club

Safety Patrol

Beta Club

Chess Club

Scratch Club

Battle of the Books

Strings (5<sup>th</sup> grade only)

Running Club

Drama Club

McAdoo's Leading Ladies

Flag Patrol

Boys to Men

### **PARENT TEACHER CONFERENCES**

Parent teacher conferences are held at the end of September and at the beginning of February.

### **LOST AND FOUND**

It is imperative that parents label their child's personal items. This includes coats, sweaters, lunchboxes, etc. Any personal belongings found on school grounds should be turned in to the office to be put in the lost and found box. Any scholar missing



personal belongings should check for them in the lost and found box. The school cannot be responsible for money, books, clothing, etc. left unattended. Items that have not been claimed after a reasonable amount of time will be turned over to a charitable organization.

### **SAFETY DRILLS**

A variety of safety drills are conducted throughout the year. The State Law requires fire drills at regular intervals. Tornado drills and school lockdowns will be held periodically. It is essential that everyone obey orders promptly and follow prescribed procedures immediately.

### **CELEBRATIONS SCHEDULE**

1. Birthdays are recognized on the daily morning announcements. **A parent may leave store bought cupcakes or snacks to celebrate your child's birthday at school during lunch time. No candles are permitted during this time.**
2. The reasons to limit birthday celebrations:
  1. To protect instructional time
  2. For the health and safety of our scholars, precautions must be used in regards to what we allow scholars to eat. There are specific requirements by the Health Department regarding the preparation and serving of food to children. (We are regulated and monitored by the Health Department.)
  3. Many scholars are made to feel left out.
  4. Teachers are permitted 2 celebration events per school year. Birthdays of individual scholars are not considered in the 2 celebrations.
  5. Birthday Invitations may be distributed at school but each child in the classroom must receive an invitation.

### **HOMEWORK**

At Howard Hall Classical Elementary School, we support the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the scholar's grade level. We believe that the development of study skills must be an integral part of scholar's academic foundation for lifelong learning. We believe that there is correlation between homework and scholar achievement and the development of critical thinking.

- A. It is the policy of Howard Hall Classical Elementary School to assign homework as appropriate to all scholars.
- B. All homework for the week will be assigned Monday and due Friday to provide flexibility to parents.
- C. Homework assignments are to be used as reinforcement for the classroom curriculum based upon the ability of the scholar .
- D. Homework will not introduce new or unfamiliar concepts or skills.
- E. Homework will be done outside of class time, not during instructional periods.
- F. Homework may be technology based. (all scholars are issued chromebooks)
- G. Homework shall be completed by the scholar and show effort.
- H. Incomplete classwork assignments will not be sent home as additional homework.
- I. Teachers will:
  - 1. Provide clear, concise directions for completion of homework assignments.
  - 2. Check, evaluate, review, and return homework in a timely manner.
  - 3. Not use homework as a disciplinary measure.
  - 4. Grade homework for completion and not accuracy. scholar s work must reflect effort to be considered complete.

Grade	Amount of time required for Homework <b>weekly Monday through Thursday</b>
Kindergarten/First	20 Minutes
Second	60 Minutes
Third	80 Minutes
Fourth	120 Minutes
Fifth	140 Minutes

**LATE WORK**

If a scholar is absent for three or more consecutive days they will be exempt from classwork/homework given on those days. Parents must provide proper documentation to be approved by administration to qualify for this exemption.

All homework and classwork assigned that is turned in late will have a point deduction of 3 points each school day it is late. If a scholar turns in work on day ten, the highest possible score received is 70%. Anything outside of the ten day window will not be accepted and given a score of 0% in the gradebook for individual assignments. Per county policy, the gradebook will not reflect anything lower than a 50% for the overall quarter grade.

<b>3-5 Late Work Penalty</b>	
Each School Day After Deadline	3 point deduction per day
After 10 school days	Not accepted, 0%

### **PROMOTION**

The Cumberland County Board of Education holds high expectations for all scholars and believes staff, scholars, parents, and the community must share accountability for scholar achievement. Local scholar standards and performance guidelines are based on the need for scholars to demonstrate proficiency in reading, writing, mathematics, and a belief in the need to provide early and ongoing assistance to scholars who are not performing at proficient levels. It is imperative that promotion standards be rigorous enough to provide scholars with the skills, knowledge and confidence they need to be successful at the next grade level. Recognizing the state's guidelines for retention, the Board of Education acknowledges the necessity of thoughtful decisions regarding retaining scholars. The complex dimensions of all promotion/retention decisions make clear that each child's placement deserves to be decided on its own merits. **The school principal has the ultimate responsibility for promotion/retention decisions in accordance with General Statue 115C-288(a) and in alignment with local board policy.**

It is our belief at Howard Hall that scholars repeating a grade need a different experience during the second year. Therefore, children who are retained will be assigned to a different teacher the next year unless there is a significant health or

academic reason that has been documented. This final decision will be made by the principal. If you have questions or concerns about this policy, please see Mrs. McAdoo.

### **FINAL REPORT CARDS AND APPEALS**

It is important that all final report cards are picked up from the front office if your child did not attend school on the last day. There is very pertinent documentation placed in the report card folder to include final retention notification. Report cards will not be mailed home at the end of the year however, final retention letters will be mailed home. The appeal process only lasts for a very short period of time after the last day of school. Please contact the school or elementary education for the current CCS appeal protocol.

### **TEACHER REQUESTS**

Teacher requests will no longer be accepted.

### **MEETING WITH THE PRINCIPAL/ASSISTANT PRINCIPAL**

Parent concerns are of the utmost importance to administration. If a parent arrives at school and requests to speak with administration without an appointment, we will do our best to meet with you. If we are conducting teacher observations, preparing to begin an event (awards day, etc.) or have a previously scheduled meeting, you will be asked to leave a message or schedule an appointment and we will get back to you prior to the end of the day.

If you have a concern and you send the administration an email, please give us 24-48 hours to respond. Please understand that some emails are sent to our spam boxes.

We will check our spam boxes weekly and scan through for parent emails.

**If you have a matter of urgency**, please call the school and let the front office know. If administration is available, we will speak with you immediately. If administration is unavailable, leave a message with the front office staff. Ask them to note that the matter is urgent. The office staff will notify administration and we will return your call prior to the end of the day.

**If you have a matter of urgency** (which involves hurt, harm or danger) and you arrive at school to speak with administration, we will do our best to meet with you. You may be asked to wait so that we can tie up our current situation.

If administration is absent or away at a meeting or conference, please give us additional time to respond. Thank you!

Your children are our children. We share them and we care about them tremendously! We are servant leaders and take on working with multiple families each day. Please provide us grace as we give our attention and energy to each family in your time of concern. Our goal is for scholars to be happy, healthy and safe while receiving the best possible education. Thank you for your partnership!

### **MEDICAL CONCERNS**

Parents need to make us aware of a scholar who requires medication on a periodic basis during the school hours, or who has a medical condition, which might require emergency procedures (such as bee stings, diabetes, breathing problems, etc.). If your child has such a medical condition, you should indicate this on the School Health Form. As conditions arise that require your child to take prescription medication during the school day, please contact the school office. Should your child need to take prescription medications, a school medical form must be completed by a physician. **Non-prescription medication should not be brought to school.**

### **MEDICINE POLICY**

**Do not send cough drops, aspirin, or any other medicine to school with your child.** Parents must obtain a Physician's School Medication Form from the school in order for personnel to administer a prescribed medicine. Administration of medicine is done in the office. A labeled bottle with the scholar's name and dosage is required and should be left in the school office. A log will be kept of medication administration at school. A parent/guardian must bring the medicine to school and have it logged in appropriately. We ask for your cooperation and understanding in this procedure. Legal requirements restrict our personnel from administering non-prescription medicine at school. We ask that these medications be given at home.

### **PHONE USAGE**

Scholars must acquire permission from their teacher prior to using the telephone. Parents, friends, and relatives are not to call scholars at school unless there is an emergency. Cell phones are not permitted. Phone calls from deployed parents to recognize a birthday or a special event are always welcome. Working with families to promote the welfare of scholars is a priority of our mission.

### **BOOKS AND DAMAGE FEES**

Books assigned by the teacher or checked out from the media center are to be kept neat and clean. Fees will be assessed for damage or lost books. If books are found, you will receive a reimbursement for the current school year only. Report cards and/or transfer documents are held until fees are cleared.

### **PRIME TIME**

Prime Time is a program at Howard Hall Classical Elementary School that offers supervised before and after school care (6:30-7:15 and 2:20 p.m.-6:00 p.m.). The fees are reasonable and discounts are given to families with two or more children enrolled. Prime Time is sponsored by Cumberland County Schools, but is operated by a separate staff and is not part of our regular day program. For additional information, call the Prime Time Director at 678-2451.

### **VISITORS/PARENT VISITATION**

We are welcoming parents inside the building. LUNCH

### **PTA (PARENT TEACHER ASSOCIATION)**

The PTA is here to assist you in all aspects of your children's education and their future. We are very involved in many ways through the wonderful volunteer program set up in the school. Through this program, it enables our volunteers to assist the teachers with many countless jobs such as tutoring children, organizing book-fairs, fundraising, hospitality coordinator, grounds beautification, quarterly newsletter to parents, or serving on our School Improvement Team to enhance scholar success. Due to the COVID 19 pandemic, some volunteer opportunities may not be available this year. HHES Administration will keep everyone informed as opportunities arise.

We welcome each and every volunteer, (with the CCS volunteer clearance) whether you are a parent, grandparent, aunt, uncle, or an extended family member. Our PTA is an important part of the way our school functions. Members are expected to meet regularly and communicate with our School Improvement Team to enhance scholar learning and promote success for all. You may complete the volunteer clearance form by visiting the CCS website.

We look forward to learning about your special talents, interests and hobbies. If you would like to volunteer and/or need more information, please contact your child's teacher during school hours Monday-Friday at 822-5100. We will be glad to help you and answer any of your questions.

Elected positions include: President, Vice President, Secretary, and Treasurer

**PTA OFFICERS AND BOARD OF DIRECTORS 2022-2023**

**Randy Mueller - President**

**Meridith Burton – Vice President**

**Tanya Heckman - Treasurer**

**Jennifer Lee - Secretary**

**Vacant - Hospitality**

**Vacant - Yearbook**

**Emily Mueller - Spirit Wear**

**Vacant – Box Tops/Volunteer Coordinator**

**FOOD SERVICE**

Our breakfast and lunch program will begin on the 1<sup>st</sup> day of school. scholars are encouraged to take advantage of our school food service program. A hot breakfast and lunch, meeting all nutritional requirements, is served daily. The child nutrition program is a vital part of our total school program and is designed to teach children good nutritional habits. In keeping with good nutritional habits, scholars are requested not to bring canned or bottled soft drinks. All lunches, received at school or brought from home, should be eaten only in the cafeteria. Board Policy 6200, Goals of School Nutrition and Board Policy 6140, scholar Wellness, refer to the standards and protocol for school meal requirements. Nothing in this policy is intended to regulate or limit foods that scholars bring from home as part of a bag lunch. Additionally, if you come to have lunch with your child and bring outside food, you will not be able to eat at the table with other scholars. A designated place will be assigned. Parents will be notified via Class Tag when we begin allowing adults back inside for lunch.

All scholars are able to eat breakfast and lunch free of charge for the 2022-23 school year.

**DISCLAIMERS**

As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A> Information is available at our school to include but is not limited to the following:

- Ø The School Improvement Plan
- Ø Qualifications of your child's teacher
- Ø Professional development opportunities for teachers and assistants to ensure highly qualified personnel

- Ø Opportunities for parent involvement and input
- Ø The Cumberland County Schools Improvement Plan and School Parent Involvement Plan
- Ø Cumberland County System Report Card
- Ø School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

### **SECTION 504 AMERICANS WITH DISABILITIES ACT:**

No otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled scholars are entitled to free appropriate education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the district ADA/Section 504 Coordinator: Natasha Scott, Cumberland County Schools, P.O. 2357, Fayetteville, N.C. 28302, telephone 678-2495, email is [natashascott@ccs.k12.nc.us](mailto:natashascott@ccs.k12.nc.us).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of scholars' records. Under this law, parents of scholars or scholars (if they are at least 18 years of age) have both the right to inspect records kept by the school about the scholar and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the scholar is limited and generally requires prior consent by the parents of the scholar. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made, in writing to FERPA Office, Federal Building No. 10, 600 Independence Avenue SW, Washington, DC 20202.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Cumberland County School System inclusive of Howard Hall Classical Elementary School not to discriminate on the basis of race, ethnicity, origin, sex, or handicap in its educational programs, activities, or employment policies as required by Title IX of 1972 Educational Amendments and Section 504 of the



Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

#### **GRIEVANCE PROCEDURE TITLE IV**

scholar s who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the scholar is dissatisfied he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the scholar and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the scholar , the scholar shall, within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render a decision within thirty days of receipt of the grievance. (Adopted September 8, 1975)