

# Howard Hall Elementary School Parent Handbook

# 2021-2022



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 students 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 students and those involved in our school thrive. We go the extra mile to ensure all customers are heard. Our work with students 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 student achievement, uses the most current research based teaching strategies for student 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 student.

### **Our Beliefs:**

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

### **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, and curriculum nights.
- returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time. Signing this student agenda daily shows that you are monitoring your child's performance in school.
- 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. They also appreciate knowing that parents realize there are two sides to every story.
- 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. Students 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 student (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.

- students 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 student success. A doctor's note must be sent when a student accumulates 5 or more excused absences. **If the teacher does not receive a written note within 3 days of the student returning to school for the child's absence, the absence will be coded unlawful.** 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.

Students will receive recognition for perfect attendance each grading period only if the student is present every day with zero tardies and zero check-outs.

### TARDIES

It is very important that students arrive on time daily. **If a child is tardy, a parent or legal guardian must check the student 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 students 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 student 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 students be released from class without following checkout procedures at any time during the school day.
- B. The individual bringing the student to school must "check-in" students who report to school at or after 7:50 a.m. A tardy slip is presented to the student for the homeroom teacher. No student will be allowed to enter through the front door of the building in the morning without an adult. All students 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. This is a safety matter. Thank you for your cooperation.
- C. Students must be picked up by a parent or guardian or must bring written permission from the parent or guardian if being picked up by someone else. Office personnel must verify the written permission and check the id of the person picking up the child. Any custodial issues must have court documented paperwork on file with our data manager.
- D. Parents picking up students for checkout must report directly to the office and sign a checkout sheet. Students will be called from class on the intercom. Teachers will not release students without notification from the office. To limit learning disruptions, we ask that parents wait in the office for the students. The person must provide picture identification if requested by the secretary.
- E. **Students will not be released for check out after 2:00 p.m.** Teachers are concluding lessons and preparing the students for dismissal. We appreciate your cooperation with this policy.

### **WITHDRAWING AND TRANSFERRING**

1. Notify the school office and the classroom teacher, several days in advance of the intent.
2. All books or other items belonging to the school must be turned in or reimbursement made prior to withdrawing the student. When our data manager confirms fees are paid, the transfer paperwork will be released.
3. The withdrawal form must be signed by the teacher, librarian, cafeteria manager and principal to obtain clearance to send records to the new school. We will not interrupt instructional time for an employee to complete his/her

portion of the form. **We request at least a 24-hour notice so that the withdrawal form can be completed and confirmation of fees are paid in full.**

4. On the day of withdrawal, the parent must come to the school and pick up the transfer form.

5. Any student 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.

6. When checking students out after volunteering and/or celebrations, parents must adhere to the aforementioned checkout procedures. Students will not be allowed to leave the classroom or cafeteria with the parent. All parents/guardians must report to the office first to sign the checkout card and then the student 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. (E-mails 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 students will 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 students. Parent consent for all field trips must be provided in writing by the student'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 students may be needed and will be invited by the classroom teacher. Chaperone duties include

supervising small groups of students, monitoring rest room behavior and at the field trip destination. Parent chaperones are not permitted to ride the Cumberland County Schools bus with students and **only Howard Hall Elementary students are permitted to attend field trips**. If you are asked to chaperone, please do not bring any additional children or students. ***All chaperones must have a cleared background check by Cumberland County Schools for the current school year.*** For your child's safety and the safety of our students, 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 students and chaperones. Additionally, all students must arrive to 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 students 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. Please discuss this possibility with your child (ren) to better prepare them in case this situations occurs.

- Make up days for inclement weather will be announced as the need arise. 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 student 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, students 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 Student Code of Conduct while on the school bus, at the bus stop, or on any other school vehicle
10. The Assistant Principal or Principal will handle any inappropriate behaviors demonstrated by students that have been reported by the bus driver. **Students who behave inappropriately on the school bus 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 students 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 students 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 student to a bus to transport the student to and/or from a location other than home if the following conditions are met.*

- 1. The student's parent or guardian submits a written, signed request that states the specific location other than home to which the student is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the student'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 student's riding a different bus from the regularly assigned bus.*
- 4. The student'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 students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student 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 student the driver must return the student 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. Students in grades 3, 4, and 5 may be discharged at the bus stop without an adult present.

### **ASSIGNED BUSES**

School buses pick students up at neighborhood entrances and street corners. Stops in front of homes are not permitted. All students 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.

### **WALKERS**

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

**Kindergarten students will not be allowed to walk home alone without a parent or guardian present.** All parents must meet students 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.

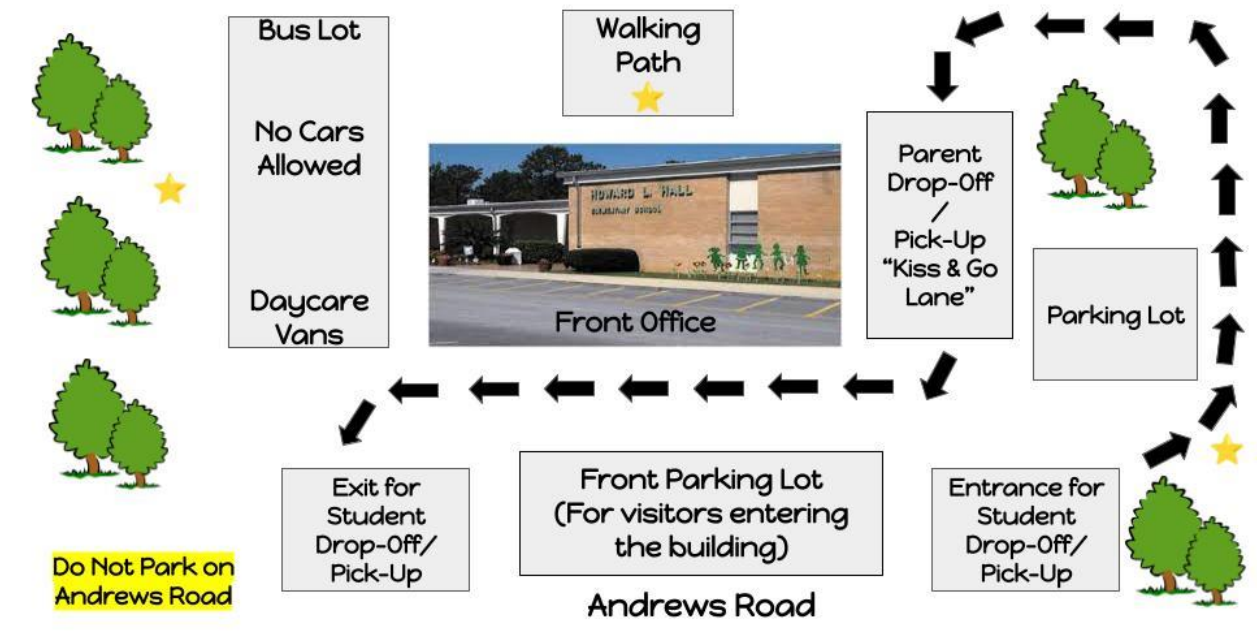
### **CAR RIDERS**

Students living within a mile of Howard Hall Classical Elementary School are considered car riders. All other students with the exception of "out of district" students, 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 students 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. Placards must be displayed when entering the loop and remain**

displayed until off campus. If a placard is not displayed, parents/guardians must report to the front office with a photo ID. The child will then be released in the front office once car dismissal has ended. Homemade placards or placards from the previous year will not be accepted. 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 app messages will not suffice as approved notes. **Parents/guardians are not permitted to park on Andrews Road and walk to pick-up students.**



### 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 on or after 07/01/1994.  
Mumps/Rubella: One dose on or after 12 months of age.
- v 3 Hepatitis –B- three doses series required for K-1 entry, if born on or after 07/01/1994

v 1-2 HIB\*- Hib is not given if child is 5 years or older; 4 (or three if PedvaxHib) doses in primary series; Series complete at least 1 dose given on or after 07/01/1994.

v 1 dose Varicella given on or after 12 months of age if born on or after 04/01/01.

**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 students 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. Students 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

September- Respect

October- Responsibility

November- Integrity

December- Caring

January- Self-Discipline

February- Trust Worthiness

March- Fairness

April- Citizenship

May/June- Courage

### **STUDENT CODE OF CONDUCT**

Each student has been provided a copy of the Cumberland County Schools "Student Code of Conduct." Students 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 students desire to learn and be safe

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

These are specific rules and consequences that each student is expected to follow. Please read and discuss the code with your child. If, after due process, proper conduct is not established, students 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 students to:

“Bee Safe”

“Bee Trustworthy”

“Bee Involved”

“Bee Nice”

“Bee Great”

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

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

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

Students are prohibited from bringing items such as electronic games, iPods, mp3's, sunglasses, candy, cell phones, 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 students will be informed that their parents must pick up the items in question.

### **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 student assignment office.

### **DRESS CODE 2021-2022**

- 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 student shall be suspended out of school based solely upon violation of an existing individual school dress code.
- Students' dress contributes to our safe & orderly school atmosphere, self-respect, and supports positive "first impressions". Students are earnestly advised to dress with good taste and in so, they will be contributing to the general pride of the school. School dress/attire/appearance concerns will be addressed by school staff. Students 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 and learning.
- Students must wear skirts and shorts that are no more than three inches above the knee when standing. It is recommended that young ladies wear shorts under their skirts.
- Students 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.
- Students 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.
- 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 students safe, all students need to wear tennis shoes to PE class. If a student 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. Students are not allowed to wear crocs or shoes with lights, wheels or noise making capabilities.
- Attire will be clean, neat, and not revealing.
- Headgear will not be worn in the building and 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 and others and promote a positive attitude in our positive emotional learning environment.
- No excessive jewelry.
- **In the event of a student attending school in violation of the dress code and causing a disruption (deemed by administration), and the parent cannot be reached, the student 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 students. Classical Schools:

Focus on developing life-long learners

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

Battle of the Books

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

Running Club

Students of Deployed Parents

McAdoo's Students of Excellence

### **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 student 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 bring cupcakes or snacks to celebrate your child's birthday at school during the snack time specified by each teacher. No candles are permitted during this time. No cake in the cafeteria.**
2. The reasons to limit birthday celebrations:
  1. To protect instructional time
  2. For the health and safety of our students, precautions must be used in regards to what we allow students 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 students are made to feel left out.
  4. Teachers are permitted 2 celebrations events per school year. Birthdays of individual students 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 student's grade level. We believe that the development of study skills must be an integral part of student's academic foundation for lifelong learning. We believe that there is correlation between homework and student 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 students.
- B. Monday-Thursday, homework assignments will be given.
- C. Homework assignments are to be used as reinforcement for the classroom curriculum based upon the ability of the student.
- 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.
- G. Homework shall be completed by the student.
- H. 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.

Grade	Amount of time suggested for Homework
Kindergarten/First	5-10 Minutes
Second	20 Minutes
Third	30 Minutes
Fourth	40 Minutes
Fifth	50 Minutes

**PROMOTION**

The Cumberland County Board of Education holds high expectations for all students and believes staff, students, parents, and the community must share accountability for student achievement. Local student standards and performance



guidelines are based on the need for students to demonstrate proficiency in reading, writing, mathematics, and a belief in the need to provide early and ongoing assistance to students who are not performing at proficient levels. It is imperative that promotion standards be rigorous enough to provide students 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 students. 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 Statute 115C-288(a) and in alignment with local board policy.

It is our belief at Howard Hall that students 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 on the last day of school. 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.

### **MEDICAL CONCERNS**

Parents need to make us aware of a student 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 student'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**

Students must acquire permission from their teacher prior to using the telephone. Parents, friends, and relatives are not to call students 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 students 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**

At this time non-essential visitors are prohibited inside the building. It is our hope that you understand this guidance as we are doing everything we can to safeguard our students and staff. We do, however, welcome you to come to the school for any needs you may have.

## **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 student success.

We welcome each and every volunteer, 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 student learning and promote success for all.

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 2021-2022**

**Randy Mueller - President**  
**Branda Wineberg – Vice President**  
**Vacant - Treasurer**  
**Tanya Heckman - Secretary**  
**Meredith Burton - 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. Students are encouraged to take advantage of our school food service program. A hot breakfast and lunch, meeting all nutritional requirements, is served daily. Menus appear in the Saturday Extra of the Fayetteville Observer Times. 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, students are requested not to bring canned or bottled soft drinks. All lunches, purchased at school or brought from home, should be eaten only in cafeteria. Board Policy 6200, Goals of School Nutrition and Board Policy 6140, Student Wellness, refer to the standards and protocol for school

meal requirements. Nothing in this policy is intended to regulate or limit foods that students 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 students. A designated place will be assigned.

All students are able to eat breakfast and lunch free of charge for the 2021-22 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 students 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 students' records. Under this law, parents of students or students (if

they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. 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**

Students 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 student 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 student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student 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)