

Hazelwood Elementary

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Principal: Wendy Rogers

Assistant Principal: Jill Mann



Student Handbook 2016-2017

HES MISSION STATEMENT: OUR MISSION IS TO EMPOWER ALL STUDENTS TO REACH THEIR LEARNING AND LEADING POTENTIAL.

HAZELWOOD SCHOOL PLEDGE

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

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Principal's Message:

Dear Parents,

The staff and I would like to welcome you and your child to Hazelwood Elementary School for the 2016-2017 school year. Whether you are new to our Hazelwood family or returning to our great school for another successful school year, we are happy to be here together. I consider it a great honor & privilege to serve along with the staff of Hazelwood Elementary. Thank you for your support as we all work together to provide our students with a positive, collaborative, and engaging learning experience.

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

One of the most crucial ways you, as the parent/guardian, can help provide your child with a strong foundation for learning in their educational experience is to be involved. We encourage you to visit our school website www.haywood.k12.nc.us/HCS/schools/HES for current information, pictures, and updates. Stay informed of school activities and events, and READ, READ, READ with your child each day!

Hazelwood Elementary is proud to be a **Leader In Me** School! *The Leader in Me* is a whole-school transformation model and process—developed in partnership with educators—that empowers students with the leadership and life skills they need to thrive in the 21st century. *The Leader in Me* is built on a foundation of believing every child possesses unique strengths and has the ability to be a leader. Our goal as educators at Hazelwood Elementary is to value and develop the whole child. The process integrates leadership development as a foundation for the school, improving relationships, transforming culture, and highly motivating staff and students. All stakeholders are impacted by *The Leader in Me*, beginning with our staff, expanding to students, their families (you), and then into the community at large. This Inside-Out Approach is a key ingredient to successfully creating positive change in a school.

The Leader in Me has helped to create a common language and culture within Hazelwood Elementary School. The leadership principles and lessons are not taught as a curriculum, but instead are incorporated into our traditions, our daily routines, and our classroom structures. This shared leadership increases engagement and enables our students, staff, and your family to be self-confident and self-reliant, work effectively with others, and make meaningful contributions.

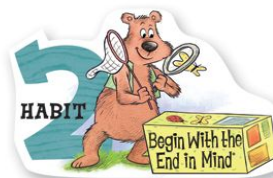
Through *The Leader in Me* journey, our students will participate in goal setting, data tracking, leadership roles, Student-Led Conferences, leadership environments, and Leadership Events. Opportunities abound for every student through *The Leader In Me* process, to support every student in reaching their leadership potential. We hope you will embrace *The Leader In Me* process with your child, and within your home. Periodically we will share information with you to help you learn about the 7 Habits. This will not only help you support your student, but also help you as your child learns way to utilize their leadership skills at home. For more information about *The Leader in Me*, visit www.theleaderinme.org.



Habit 1 — Be Proactive

You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.



Habit 2 — Begin with the End in Mind

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.



Habit 3 — Put First Things First

Work First, Then Play

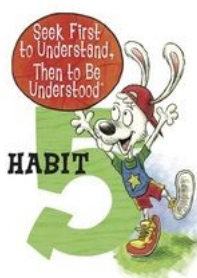
I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



Habit 4 — Think Win-Win

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.



Habit 5 — Seek First to Understand, Then to Be Understood

Listen Before You Talk

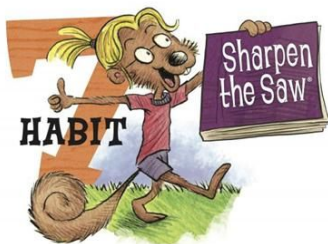
I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.



Habit 6 — Synergize

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.



Habit 7 — Sharpen The Saw

Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.



PLOTT HOUNDS CODE OF COOPERATION

The
Leader in Me™
great happens here



CODE OF COOPERATION

Lead by
Example
Achieving Success
Determined and
Eager to BE
Responsible Students

HALLS

Look Forward
Easy Does It (WALK)
Always Silent
Demonstrate Control
Eyes Only (LOOK~ don't touch!)
Right Side of Hall

BATHROOM

Lease it CLEAN
Enter Quietly
Always PRIVATE
Demonstrate Respect
Exit Quickly
Remember – WASH HANDS

CAFÉ

Lease It CLEAN
Eat for 10, then talk quietly
Avoid the noise
Demonstrate Manners
Eat your own food
Remember 1 TRIP rule

BUS

Listen to your DRIVER
Eyes Facing Forward
Aisles Clear
Demonstrate Safety
Everyone - QUIET VOICES
Remain Seated

PLAYGROUND

Lead by Example
Eyes on Teacher (BOUNDARIES)
Avoid Rough Play
Demonstrate Safety
Everyone's Included
Remember Belongings

Below is the Student Plott Hound Pack Creed. The Plott Hound Pack is intended to reward students for being at school and utilizing all key aspects of ***The Leader In Me*** throughout each 9-week academic period. While we value the student's academic performance, we also value their growth as leaders. We have a desire to recognize positive behaviors and leadership qualities. We hope each student will work hard to qualify for the reward trips and opportunities the Plott Hound Pack offers.



PLOTT HOUND PACK CREED

PROACTIVE PERFORMANCE: *Begin With The End in Mind*

Follow the Code of Cooperation. Follow Classroom Expectations. Do what teachers and other adults ask the 1st time. Be responsible for your actions & choices. Plan ahead & set goals. Make a difference.

ATTENDANCE: *Put First Things First*

Have 3 or less excused absences, 2 or less checkouts, or 2 or less tardies. Have 0 unexcused tardies or checkouts (automatic disqualifier). Spend time on things most important. Be disciplined and organized. Make a schedule and follow the plan.

CITIZENSHIP: *Think Win-Win, Seek First To Understand, Then To Be Understood*

Look for positive alternatives in conflict. Demonstrate consideration for others. Look adults and peers in the eyes when talking with them. Be polite and respectful to everyone you meet.

KEEP IT BALANCED: *Synergize & Sharpen the Saw*

Get along well with others; even people who are different than you. Work well in groups. Take care of yourself, eat right, and exercise. Create solutions, not problems.



Habit 1 — Be Proactive

You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

STUDENT INFORMATION

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

ENTRANCE REQUIREMENTS

A child who enters kindergarten must be five years of age on or before August 31. Any student enrolling for the first time in kindergarten and/or Haywood County Schools for the first time must furnish the school with an original certified copy of the birth certificate and immunization record. The immunization record must include the dates of vaccinations. Students entering kindergarten and/or NC Public Schools for the first time, must also furnish a current completed health assessment. The health assessment must be completed on the required form and be signed by a licensed health care physician. This information must be received within 30 calendar days from the date of enrollment for your child to remain in school (HCSBP 4100, 4110, 4120)

CLASSROOM ASSIGNMENTS

All assignments made on the first day of school are tentative due to the ten day count. We have organized classes based on the number of students who were here last year in addition to those who pre-registered during the summer. Any unusual variation in the number of students who enroll before September 2, may require a complete reassignment at several grade levels. Any necessary reorganization will be made within the first ten days of school.

SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. School doors will open at 7:30 am for students to enter. No one will be available to supervise children and the front doors will be locked prior to 7:30 am. If you arrive early, please do not let your child out of the car. For their safety, you must wait with your child until the doors open at 7:30 am. Each child should be in their class and ready to begin the day by 8:05 a.m. **Students arriving after 8:05 a.m. will be recorded as tardy. Late arrivals (after the tardy bell @ 8:05) must be walked into the office by an adult and be signed in using our computer system.** It is difficult for students to make up work when they are tardy or when they are picked up early. We urge all parents to keep the hours of our school day. Students should be picked up early only in the matter of emergency or medical appointments that cannot be scheduled at other times. *Excessive tardies from out-of-district students may result in reassignment to home-district school.*

PROTECTION OF INSTRUCTIONAL TIME

To ensure effective use of instructional time, students should not bring trading cards, electronic games, CD headsets, iPod/MP3 players, toys, **cell phones** or any other item that could cause a distraction. The trading or selling of items is not allowed. If children bring these items to school, these items will be delivered to the principal. Parents will then be called and required to conference with the principal for return of the items. Also, theft of any of these prohibited items while at school will not be the responsibility of the school. The use of an electronic device for reading will be addressed at each grade level. You will be notified of this policy. In very rare cases, parents may request children have a cell phone available in their book bags. Please meet with the principal to discuss this rare exception, otherwise all cell phones are prohibited.

PICTURES OF STUDENTS IN PUBLICATIONS

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

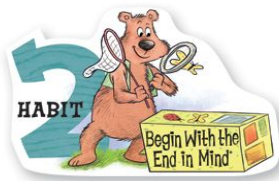
FINES AND DEBTS

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

PEST (insects/rodents) CONTROL

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

Habit 2 — Begin with the End in Mind



Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

DISCIPLINE

The entire staff of Hazelwood Elementary School shares the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy, and have a maximum opportunity to learn. In an effort to accomplish this goal, our school has established a Code Of Cooperation. In addition, each grade level and classroom has established specific plans when a student chooses to not follow the Code of Cooperation for the school, grade level, or classroom expectations. These plans specify rules and consequences. Classroom teachers will work diligently to help students correct their behaviors and guide them toward leadership opportunities. Students who have a consistent and/or severe disregard for the Code of Cooperation and School & Classroom Expectations will be sent to principal's office. We desire to show students how to be leaders and learners as they grow and mature. We strive to help students see their leadership possibilities and encourage them through favorable changes. We will ask parents to join us in our efforts. Thank you for supporting us. In extreme situations, and as required, HCSBP 4300 will be followed. A copy of this policy is available on the school website. Our school-wide expectations based on the *7 Habits of Highly Effective Kids* is available on page 4 of this handbook.

STUDENT DRESS CODE

We believe that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. We request that parents outfit their children in clothing that is conducive to learning. The administration and staff prohibits any appearance or clothing that does the following: 1. Is disruptive to the school environment (distracting to students/staff); 2. is provocative or obscene (gestures, photography, or written language); 3. Promotes smoking, alcohol abuse/use, or drug abuse/use; or 4. endangers the health or safety of the student or others (HCSBP 4316).

ATTENDANCE/EXCUSED ABSENCE

We believe that attending school on a regular basis is very important. Each child is expected to present a **written** excuse from a parent or guardian for any absence. The note should be presented to the teacher upon his/her return to school. All students who are absent three or more days must present the excuse to the principal who will decide if the absence is excusable. A doctor's excuse may be required for frequent absences. All absences will be handled in accordance with HCSBP 4400.

Students must be in attendance for at least one-half day (**in school until 11:30 am, check-out after 11:30 am, or check-in before 11:30 am**) in order to be counted present.

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

MISSED ASSIGNMENTS/MAKE-UP WORK

When your child is absent from school and needs his/her homework assignment, please telephone the school's office before noon. The homeroom teacher will be notified and will arrange to have all homework put in a folder. Missed assignments can be picked up at the end of the school day or sent home with another child if they are requested in time. If you do not request your child's work for the missed school day, they will receive their assignments when they return to school.

CHECK-OUTS

Throughout the school year, it may be necessary for your child to check-in/out due to sickness, appointments, or emergencies. To help your child be successful, please schedule routine appointments after the end of the school day. For the safety and security of our students, all students who leave before the end of the regular school day must be checked out through the office. Parents/guardians should report to the office where the principal and/or office staff will approve the checking out of the child and notify the teacher. **In an effort to not interrupt instruction**, parents should wait in the office for their child. For the safety of all students, **CHECK-OUTS WILL NOT BE PERMITTED AFTER 2:30 pm**. Classrooms begin afternoon procedures prior to dismissal and it is imperative students remain with their classes through the process. Parents/Guardians arriving after 2:30 pm will be asked to join the afternoon car line to pick up their student.

Students are released only to an authorized adult that is listed on our emergency information. For the student's protection, **parents must notify the school if they are sending someone else to check out the child**. If an unauthorized adult arrives on campus to pick-up a student, they will be denied access to the child.

TRANSPORTATION CHANGES

We are teaching our students to ***Begin With The End in Mind***. They should Have A Plan and understand how parents need them to travel home each day. This will help our school to ensure the safety of your child, and each of our students, throughout the school year. Arrangements for after school activities should be made before coming to school. Parents will be asked to inform the classroom teacher of how their child will go home at the end of "MOST" school days. **There are three (3) options: 1)CAR RIDERS:** Students picked up in our afternoon car line by a parent/guardian with a school provided ID Tag; **2)BUS RIDERS:** Students who travel home from school on our 1st or 2nd load of school buses; **3) AFTER SCHOOL CARE:** Students who have registered and paid to participate in our After School Care program until 6:00 pm.

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

MEDICATION

Any student who is using prescription drugs or over-the-counter medication is required to leave the medication with the front office. All medications must be in the **original** container with the label intact. Authorization from a physician is required for the administration of both over-the-counter and prescription medication (HCSBP 6125). Authorization forms are available in the school office. Medication and authorization forms should be turned in to the office where medication will be dispensed and recorded in a medical log. **Students are not allowed to transport medicine to or from school. Medication must be transported to and from school by the parent or guardian. Cough drops, eye drops, and nose sprays are considered medication and must be brought to the office by an adult.**

ILLNESS OR INJURY AT SCHOOL

If your child is injured or becomes ill at school, we will make him/her as comfortable as possible and call you immediately. If you cannot be reached, we will attempt to contact the alternate emergency numbers. We do not have a full-time nurse and children need to be home when they are ill. Please remember, we cannot keep children who are ill at school. It is imperative that the homeroom teacher and office are informed of all numbers where parents can be reached during the school day. If your phone number changes, please notify the school in writing. There is also a form in the office you may fill out to help us update your contact information.

SAFETY: FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

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

INCLEMENT WEATHER

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

SCHOOL INSURANCE

Hazelwood Elementary School does not carry health or accident insurance for students. If you do not have this type of policy you might consider purchasing one. Applications will be sent home for your consideration. (HCSBP 4220).

Habit 3 — Put First Things First



Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

HOMEWORK

Homework will be assigned nightly to all students as each teacher sees appropriate. Homework should be an extension of the school day and is intended for students to have additional independent practice. Students in Kindergarten and 1st grade will bring reading books and other materials home in their "Communication Folder." Students in grades 2-5 will have Agenda Books and Communication Folders. Students should record daily, weekly, or long-term assignments in their agenda books. Classroom communication will be found in the "Communication Folder." These agenda books/folders will help the students manage their time and learn to "Put First Things First!" Parents are encouraged to check their student's agenda book and communication folder daily. We also encourage parents to keep open communication with their child's teacher. Most importantly, if you see your child is struggling with homework, the classroom teacher needs to be aware. Feel free to speak to your child's classroom teacher with other concerns. The classroom teacher will be able to share their preferred method of communication.

We know a parent's interest and involvement with their child's education can help them be more successful. We strongly encourage you to find time to read with your child, and listen to your child read, each day. Reading is a great way to wind down after a long day and also help your child see you are interested in what they are learning. Talk with your child about the books they are reading. Allow your children to see your reading books, magazines, and newspapers. Reading with your children is an investment in their future.

REPORT CARDS

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

FIELD TRIPS

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

Habit 4 — Think Win-Win

Everyone Can Win



I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

MORNING TRAFFIC PROCEDURES

- ★ Parents who bring students to school should use the right hand entrance and pull up to the covered walkway next to the gym to unload. **Please pull forward as far as possible.**
- ★ We will form a single lane of traffic. All unloading will take place next to the covered walkway.
- ★ Please do not park in the unloading/drop-off area.
- ★ Do not drop off students before 7:30 a.m. Staff members are not on duty for supervision until this time.
- ★ Parents - Please remain in your cars and be ready to move.
- ★ Please **do not use cell phones** while driving through the drop-off lanes. Your attention needs to be on the movement of cars and children.
- ★ On occasion you may need to assist your child with heavy/big items. If this becomes necessary, park in a designated space in the paved lot. If you pull into a parking space to assist your child, you must rejoin the car line or walk your child to the front door of the building.
- ★ School parking lot speed limit is 10 m.p.h.
- ★ Issues concerning persons who park in the unloading zone or violate the "DO NOT ENTER" sign in the first parking lot should be addressed to the principal.
- ★ Inform all persons who will be transporting your child of all the traffic procedures.
- ★ As a reminder, our campus is *tobacco and smoke-free. Please discard all tobacco products before entering the parking lot. (HCSBP 5026/7250 No school employee, volunteer or visitor shall use or display any tobacco products on school premises.)

CAR LINE: AFTERNOON DISMISSAL AND TRAFFIC PROCEDURES

Please remain in your car and be ready to move. Once students begin coming out of the building at dismissal time all parents need to be in their car. Parents should not attempt to walk to the dismissal line to have quicker access to their child. It is difficult for teachers to keep track of students and maintain the safety of students on the car line while managing adults and children walking between the cars. For the safety of all students, let the teachers load your child while you are in the car line.

- ★ We will form a single lane of traffic. All loading will take place next to the covered walkway.
- ★ All cars must display the school-issued identification (ID) hanger from the rear view mirror until you leave campus. For the safety of all students, any car without an ID hanger will be asked to pull over for identification. Car tags can be purchased at "Meet The Teacher" night, during the Teacher Workdays at the beginning of the school year, and will be available in the main office throughout the school year.
- ★ One (1) initial car tag is free. Each additional car tag, or replacements, will be \$1.00 per tag.
- ★ A staff member will help locate and load your child. Be prepared to move away quickly but safely so that others waiting in line may pick up their children.
- ★ PreK parents will pick up students prior to 2:50. PreK parents should drive to the right covered walkway in front of the gym and should arrive by 2:45.
- ★ K-2 parents **SHOULD NOT ARRIVE BEFORE** 2:50. K-2 parents should drive to the covered walkway in front of the gym (Visitor's parking area). K-2nd grade students will begin loading in cars at 2:50 pm.

- ★ K-2 students with siblings in grades 3-5 will dismiss with the 3-5 students at 3:05 to the left of the main entrance. 3rd-5th grade students, with siblings in lower grades, will gather in an area inside; siblings will be dismissed at the same time to the car line at the covered walkway in front of the cafeteria.
- ★ If you are picking up a student in grades 3-5, please drive to the covered walkway in front of the cafeteria (Staff and Bus parking area). **3-5 Car line will not begin until buses are dismissed at 3:05. Drivers picking up 3rd, 4th and 5th graders should wait until 3:05 p.m. to prevent long traffic lines on Plott Creek Road.**

BUSES

We will begin the year with the same routes as last year and make any necessary adjustments during the first ten days of school. All buses will be loaded and unloaded in the parking lot next to the cafeteria. **Children may not ride any bus other than their own unless the parent makes a written request to the child's teacher.** Students who change their routine method of going home in the afternoon must have a written request made by the parent, shown to the homeroom teacher, and approved by the Principal or Assistant Principal.

School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. Students and parents will be notified when suspension from the bus is necessary. (HCSBP 6305).

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

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

Your child will be given a "Bus Behavior Contract" within the first week of school. This will outline the rules and behavior expectations on the bus. It should be signed by each student and parent and returned to your child's teacher by Friday, September 2.

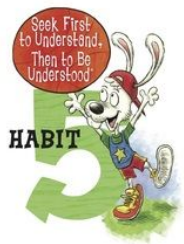
AFTERNOON SECOND LOAD BUS STUDENTS

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

OUTSIDE DELIVERIES TO STUDENTS

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

Habit 5 — Seek First to Understand, Then to Be Understood



Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

STUDENT COMMUNICATION

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

PARENT/TEACHER COMMUNICATION

We believe communication between teachers and parents is essential for the success of our students. Parents are welcome to call their child's teacher. We ask that you call before 8:00 a.m. or after 3:00 p.m. during the weekday. Feel free to leave a voicemail and the teacher will return your call as quickly as possible. Teachers check their voicemail daily, however, it is possible they could not receive your message until the next school day. Do not leave voicemail messages about a change in transportation for your child. It is important ALL TRANSPORTATION CHANGES that occur once the school day has begun be handled through the main office. If you need immediate assistance, it is always best to call the school office (HCSBP 1310/4002).

PARENT/TEACHER CONFERENCES

We encourage frequent conversations with teachers concerning your child's academic progress. Parent/Teacher conferences should be scheduled at a mutually convenient time. Please do not plan to visit with a teacher without an appointment. Teachers and students have morning routines that are essential to getting the day started well. A teacher's first priority is your child and his/her education. Teachers will schedule conferences throughout the year. We also welcome parents to reach out to teachers to discuss concerns.

The Principal and Assistant Principal are also available to listen to concerns you might have once.

STUDENT LED CONFERENCES

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

BLACKBOARD CONNECT-5 SYSTEM

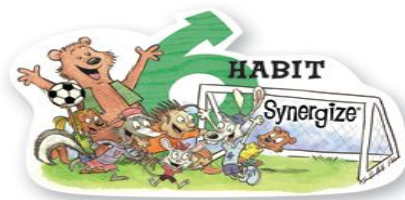
The Haywood County School district and Hazelwood Elementary School will utilize the district and school website (<http://www.hes.haywood.k12.nc.us/>) to keep you updated with important events and activities. We also communicate regularly through the *Blackboard Connect5 System*. This system will call your home, cell phone, text, or email the main phone/email, with pertinent school information. Weather related announcements, school closings/delays, and emergency information will also be communicated through this system. When you receive these calls you can expect a short delay before the announcement begins. *Parents can access their students' blackboard portal to set up numbers and email addresses for receiving these alerts. IMPORTANT: If you change your telephone number only at the school, it is not automatically changed in blackboard connect. Parents/Guardians must log into the blackboard*

connect system to make these corrections. Until you make changes in the blackboard connect system, all alert messages will go to the number you initially set up.

POWERSCHOOL

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

Habit 6 — Synergize



Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

VISITORS

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

STUDENT ACCOUNTABILITY

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

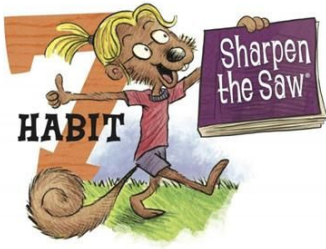
GRADE PARENTS

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

VOLUNTEERS

As a parent, grandparent, relative, or someone with time to give, you can help by providing your talent to the children of Hazelwood Elementary. Volunteer training is conducted when necessary. Volunteers are subject to a background check and screening. Our volunteer coordinator is our Lead Teacher, Mrs. Trader. You may contact Mrs. Trader by calling the school office. Forms for volunteering within the school are available in the office. You may request a form to be sent home to you at any time (HCSBP 5020/5015).

Habit 7 — Sharpen The Saw



Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

SCHOOL CAFETERIA - BREAKFAST

Breakfast will be served between 7:30 a.m. and 8:00 a.m. If your child plans to eat breakfast they need to be at school no later than 7:55 a.m. Breakfast is free for all students. Adults may eat breakfast for \$1.85.

SCHOOL CAFETERIA - LUNCH

Lunch will be served daily. If school is dismissed early we make every effort to serve lunch. If circumstances do not permit us to serve lunch, we will make every effort to notify you using our Connect5 Alert Phone System. Your child may pay for lunch by the day, week, month or year. There is a link on the Haywood County Schools website where you can pay online using a credit card. You may also go directly to this link www.k12paymentcenter.com, or copy/paste the link into your browser. Your child's lunch balance is available to view through PowerSchool. School lunches should not be charged.

LUNCH MENUS/PRICES

A lunch menu is available on the Haywood County Schools and Hazelwood Elementary website. You are invited to enjoy lunch with your child anytime. School lunches are \$2.45 for students and \$3.75 for adults. Additional lunch items can be purchased a la carte and vary in price. If you do not want your child to purchase extra items (extra lunch items, snacks, drinks, ice cream, etc), you must notify the cafeteria in writing. A school lunch includes milk. Other drink options are available if your child has a milk allergy. For any health/nutrition situation your child faces, please speak to the cafeteria manager to help manage your child's specific health/nutrition needs.

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

CLASSROOM SNACK POLICY

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

AFTER-SCHOOL CARE & SUMMER CAMP PROGRAM

After-school childcare is provided until 6:00 p.m. each day school is in session for students in Kindergarten through 5th grade. Pre-K students have an After-School Care program available and appropriate for their specific age/needs. Summer Camp is provided during the summer when school is not in session. Information regarding both programs is available in the school office. All students must be pre-registered for After-School & Summer Camp before they can attend. There is often a waiting list for our After School Care. It is recommend parents pre-register their child for After School Care at the beginning of the school year. In the event your child needed emergency care once school is dismissed, our After School program is a highly rated, well established program, and an option for students of Hazelwood Elementary School. Payments for After

School care are required for students to attend. The weekly cost for students K-5 is \$35 for one child, \$60 for two, and \$20 for each additional child per week. A \$25 late cost will be charged for parents arriving after 6:00 p.m. To ensure your child's slot is reserved, **you are expected to make payments each Monday for the week.** Summer Camp information will be available near the end of the school year.

GENERAL SUGGESTIONS TO PARENTS

1. Visit your school. You are welcome and encouraged to visit. It is highly desirable that you attend PTO meetings, scheduled conferences and occasionally eat lunch with your child.
2. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweater, raincoats, etc.
3. Athletic/tennis shoes should be worn at all times while in the gym or outdoors on the playground equipment.
4. If something has happened at school that concerns you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's teacher. We appreciate communication, so write notes and email us with any concerns.
5. Please make every effort to schedule appointments (medical, etc.) for your child before or after school. Instructional time is valuable!

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

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

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

Sincerely,

Wendy Rogers
Principal

Please keep this handbook as a reference. You will be notified if a policy or procedure needs to be modified or changed. It is important you review these guidelines and discuss them with your child. Together, we can all work to have a fun, positive, successful, and rewarding experience. Hazelwood is a great place to be!

PARENT:

My signature indicates that I have read the rules and regulations in this handbook. I have read and discussed the Hazelwood Elementary School Student Handbook with my child. If at any time I need clarification of any policies and procedures, I am welcome in the school office to clarify information. I understand any necessary updates will be sent home as they become available.

Student's Name _____
(First) (Middle) (Last)

Teacher _____ Grade _____

Parent/Guardian Signature _____ Date _____

STUDENT:

HAZELWOOD SCHOOL PLEDGE

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

My signature indicates that I have read the rules and regulations in this handbook. I have read and discussed the Hazelwood Elementary Student Handbook with my parent. I will work hard to be responsible and bring home important information to share with my parents. I will strive to be the best I can be at school and at home. I will speak the Hazelwood School Pledge with pride. I will give my best effort to honor the Hazelwood School Pledge. I am a leader!

Student Signature: _____ Date: _____

