

Honeycutt Elementary School

2023-2024

Parent/Student Handbook



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www.hces.ccs.k12.nc.us

Felix M. Keyes, Principal

William Johnston Jr., Assistant Principal

Cheryl Hinkle, Assistant Principal

MISSION STATEMENT

At E. Melvin Honeycutt Elementary, we are dedicated to providing a rigorous education that addresses unique learning styles, cultivates independent thought, and promotes the building of character in ALL students, enabling them to communicate and collaborate in meaningful, positive ways.

VISION

E. Melvin Honeycutt Elementary is committed to ensuring ALL students become confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.



MOTTO

Teamwork makes the dream work!

This Student Planner belongs to:

Name _____

Grade _____ Homeroom _____

PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you to Honeycutt Elementary School. The faculty and staff are happy that you have become a part of the Honeycutt Family.

The Honeycutt Parent/Student Handbook is designed to help facilitate communication between parents, teachers and students. It contains pertinent information relative to Honeycutt Elementary School. A copy of this handbook, along with other important links, may be found on our school website at www.hces.ccs.k12.nc.us

I strongly urge your participation in all aspects of the school. I am positive that this will be a successful and exciting school year. Feel free to attend school functions or become a parent volunteer. I look forward to working with you.

.Sincerely,

Felix M. Keyes, Principal

PARENT INVOLVEMENT and COMMUNICATION

At Honeycutt, we believe student learning is maximized when parents/guardians and the school work together. It is Honeycutt's expectation that parents/guardians share responsibility for their student's education by reinforcing Honeycutt's behavior expectations, assisting with homework and special projects, reading with their student, attending school events, and participating in parent-teacher conferences.

Honeycutt Elementary is fully committed to maintaining open, two-way communication between home and school. This includes but is not limited to the Honeycutt website www.hces.ccs.k12.nc.us, student/parent handbook, telephone calls (including ParentLink), Class Dojo, email, newsletters, notes home, special events, parent conferences/meetings, progress reports and report cards. Parents/guardians are encouraged to visit the CCS website at www.ccs.k12.nc.us and to download the CCS mobile app for district-wide information.

VISITORS

Parents/guardians and other authorized individuals who enter school premises in order to check in/check out a student, or who wish to have lunch with their student are considered "visitors." Likewise, such Individuals attending open events at Honeycutt (e.g., awards ceremonies, musical performances, field day activities, etc.) are also considered "visitors." All visitors are required to report to the front office upon arrival at Honeycutt to sign in and receive a visitor tag. The visitor tag should be visible at all times. Visitors will be required to show a photo I.D. prior to receiving a visitor tag.

VOLUNTEERS

The faculty and staff at Honeycutt Elementary realize volunteers are an integral part of our school program. Volunteers serve as a liaison between the home, school, and community and provide valuable support for all students. We encourage all interested parents/guardians to sign up as a volunteer in our school. Honeycutt's PTA offers various volunteer opportunities. If you are interested in volunteering, in your student's classroom, please contact your student's teacher. If you are interested in volunteering with our PTA, please contact them at honeycuttppta@gmail.com. Volunteers are required to sign in the front office and present a photo I.D. to obtain a visitor's tag. For the safety of all and to minimize disruption to instruction and the school environment, we kindly

ask our volunteers to please leave other children at home while volunteering.

Per district policy, ALL VOLUNTEERS ARE REQUIRED TO COMPLETE THE VOLUNTEER REGISTRATION PROCESS EACH SCHOOL YEAR at <http://www.ccsvolunteers.com> prior to volunteering.

STUDENT CODE of CONDUCT

Each student will receive a copy of the Student Code of Conduct, adopted by the Cumberland County Board of Education. Parents/guardians are asked to read and discuss the code with their student(s).

The purpose of this code is to present in a single document, the system-wide policies on the proper conduct and behavior of students in Cumberland County Schools. The booklet lists specific unacceptable behaviors and the consequences for such behaviors. Upon receiving the Student Code of Conduct booklet, each student has been duly notified of the conduct expected while attending Cumberland County Schools.

HONEYCUTT “PAWS” EXPECTATIONS

Practice Safety.

Accepts Responsibility.

Work Hard.

Show Respect.

EXAMPLES of POSITIVE REINFORCEMENT UTILIZED at HONEYCUTT

- individual and classroom incentives
- positive communication to home
- recognition on school-wide Kindness Tree
- scheduled time with preferred adults or activities

CONSEQUENCES IMPOSED at HONEYCUTT

- **1st Incident:** Verbal reminder of expectations and teacher conference with student in an unbiased environment.
- **2nd Incident:** Student fills out “think sheet,” writes in a behavior journal, moves clip, or moves to a buddy class for a 5 minute cool-down.
- **3rd Incident:** Parent/Guardian notified
- **4th Incident:** Parent/Guardian notified/Counselor Referral
- **5th Incident:** Administrative Referral. NOTE: an Administrative Referral is not an automatic suspension.

Any severe disruption or violation of rules in the CCS Student Code of Conduct will result in an Administrative Referral.

CALMING CORNERS

Calming Corners are safe spaces within the classroom to allow students an “opportunity” to reflect on their behavior and find ways to make better choices in the future to avoid disturbance of the learning in the classroom. Students may choose to move to the area away from their peers to regain emotional control and prevent threats to the safety of others.

DRESS CODE

School dress contributes to the school atmosphere. Students are advised to dress with good taste, and in doing so, to contribute to the general pride of the school. The following dress code guidelines apply to all students:

- Nothing will be worn that will be offensive to any race or sex or which displays profanity in any form.
- The body's midsection is to be fully covered.
- Pants/shorts should not sag around the hip area. Undergarments/underwear should not be exposed.
- All sleeveless shirts must have straps at least three inches wide and cover the shoulder. (No "spaghetti straps.")
- Shorts and skirts should pass "the fingertip" test. "Daisy Dukes" are not permitted.
- Hats, hoods, caps, scarves, bandanas, handkerchiefs, are not to be worn inside the school building, except on designated "hat days".
- Clothing that causes disruption to the school environment is not permitted.
- Students are expected to be involved in physical activity on a daily basis. Therefore, shoes need to be suitable for participating in physical activity.

Parents/guardians will be contacted to bring an appropriate change of clothing if the dress code guidelines are violated.

SCHOOL & OFFICE HOURS

School hours for students are from 8:30 a.m. until 3:20 p.m. each day. Students should **NOT** arrive earlier than 8:00 a.m. or remain on the campus after 3:30 p.m. unless they are participating in a supervised, school sponsored program. Supervision **WILL NOT** be provided for students who arrive before 8:00 a.m. These procedures are designed for the safety and well-being of our children.

The regular, designated front office hours are from 8:00 a.m. to 4:00 p.m.

REGULAR SCHEDULE 2-HOUR EARLY RELEASE SCHEDULE

8:00 – 8:30	8:00 - 8:30	STUDENT ARRIVAL
8:00-8:25	8:00 - 8:25	GRAB & GO BREAKFAST
8:30	8:30	TARDY BELL RINGS
8:30 - 8:35	8:30 - 8:35	Morning Announcements
8:35 – 3:10	8:35 - 1:10	INSTRUCTIONAL DAY
3:15	1:15	1 st BELL (Car Riders)
3:20	1:20	2 nd BELL (Walkers, Prime Time, Clubs)
3:22	1:22	3 rd BELL (Buses, Daycare)
3:20 – 3:40	1:20 - 1:40	PLANNING TIME FOR STAFF

2023-2024 CUMBERLAND COUNTY SCHOOLS CALENDAR

DATES	DAYS	EXPLANATION
August 14-18	Monday-Friday	Teacher Workdays
August 21-25	Monday-Friday	Teacher Workdays
August 28	Monday	First Day for Students
September 4	Monday	Student/Teacher Holiday
September 22	Friday	Progress Reports go home/Available in Parent Portal

October 18	Wednesday	End of 1 st Grading Period
October 23	Monday	Student Holiday/Teacher Workday
October 24	Tuesday	Student Holiday/Teacher Workday
October 25	Wednesday	Report Cards go Home/Available in Parent Portal
November 7	Tuesday	Student Holiday/Workday
November 10	Friday	Student/Teacher Holiday
November 17	Friday	Progress Reports go home/Available in Parent Portal
November 22	Wednesday	Student Holiday/Teacher Workday
November 23-24	Thursday-Friday	Student/Teacher Holidays
December 19	Tuesday	Student 2-Hour Early Release 1:15 pm End of 2nd Grading Period
December 20- 29	Wednesday-Friday	Student/Teacher Holidays
January 1	Monday	Student/Staff Holiday
January 2-3	Tuesday-Wednesday	Student Holidays/Teacher Workdays
January 10	Wednesday	Report Cards go Home/Available in Parent Portal
January 15	Monday	Student/Teacher Holiday
February 6	Tuesday	Progress Reports go home/Available in Parent Portal
February 19-20	Monday-Tuesday	Students Holidays/Teacher Workdays
March 12	Tuesday	End of the 3rd Grading Period
March 18	Monday	Student Holiday/Teacher Workday
March 19	Tuesday	Report Cards go Home/Available in Parent Portal
March 29	Friday	Student/Teacher Holiday
April 1-5	Monday-Friday	Student/Teacher Holidays
April 24	Wednesday	Progress Reports go Home/Available in Parent Portal
May 24	Friday	End of 4th Grading Period/Report Cards go Home Last Day for students/ Early Release 1:15 pm

Each month, a calendar of school activities/events will be sent home with students. This information will also be shared via our school website at www.hces.ccs.k12.nc.us

PARENT CONFERENCES

Scheduled conferences will be held throughout the year. However, parents/guardians or teachers may request a conference at any time during the school year. Parents/guardians may request a conference with a teacher by calling the school at (910) 426-2020 or emailing the teacher to set up an appointment. These appointments will be scheduled during a time when teachers are not engaged in instruction. Parent conferences are not to be held during morning arrival or afternoon dismissal as teachers are responsible for supervision of students at these times.

ENROLLMENT & WITHDRAWAL

ENROLLMENT: Students enrolling in Honeycutt Elementary for the first time must have required documentation at the time of registration. Required documentation includes:

- Parent/guardian Identification
- An original birth certificate
- Two** Proofs of residency* (electric or water bill, lease or mortgage agreement)
- Name and address of previous school
- Last report card received
- North Carolina Health Assessment and updated shot record

*A strict policy on proof of residency will be enforced. **If a student is living with someone, a bill or lease with the name and address (in our district) of the individual(s) the student is living with must be provided within the first 30 days of enrollment.**

VERIFICATION OF ADDRESS: Each parent must complete a verification of address form at the beginning of the school year or upon enrollment. This form must be on file for each student. If a student has a change of address or phone number during the school year, the teacher and office personnel must be notified. Please be sure to include

current emergency contacts so that we are always able to contact you if needed.

PROCEDURE FOR WITHDRAWAL FROM SCHOOL: Parents must notify the school either by phone or in person. Please give at least 24 hours notice and ensure that all books are returned and any fees or fines are paid. A withdrawal form will be given to the teacher to complete, and this form will be given to the student or parent at the end of the child's last day at Honeycutt. When you enroll your child at the new school, you will sign a release of information form. We will transfer copies of the student's records after we receive this form from the new school.

ATTENDANCE: ABSENCES, TARDIES, and CHECKOUTS

EVERY MINUTE COUNTS!

ABSENCES When a student returns to school after an absence, the parent/guardian must send a note to the teacher. The note should contain the date of the absence, the specific reason for the absence, and signature of the parent/guardian. When a teacher does not receive a note, absences are coded as unexcused/unlawful. Parents are held accountable for unlawful absences per North Carolina state law. Missed work must be submitted within 5 school days of the students return. Be sure to contact the teacher regarding work missed. Appointments with doctors, dentists, etc. should be made at times other than school hours whenever possible. Students must be present a minimum of 3 hours 20 minutes to be present for the school day.

Absences due to Educational Opportunity *may* be granted with prior approval from the principal. An educational opportunity counts as an excused absence and must involve activities that are educational and aligned to curriculum standards/objectives. The student shall provide the teacher/principal with a written report covering the objectives of the approved educational opportunity. Requests for absences due to educational opportunities must be made to the principal in writing at least one week prior to the anticipated absence(s). Work assigned to and completed by the student's class will be the responsibility of the student who is absent and may be obtained from the student's teacher at a time convenient for the teacher.

TARDIES: Students arriving at school after 8:30 a.m. must be taken to the check-in office by the individual bringing them to school. Tardies will be coded excused or unexcused based on reason given. The individual signing in the student must state the reason for tardiness. A late student must obtain a tardy slip from the office before entering the classroom. Please keep tardies to a minimum. Students with excessive tardies (5 or more) during a grading period are ineligible for the perfect attendance award. A letter will be included with your child's report card if he/she is tardy 5 or more times in a grading period. A copy of this letter is given to our school social worker.

CHECKOUT PROCEDURES: While we encourage parents/guardians to schedule appointments after school, we know that this is not always possible. For your student's protection, we require that you come in to the front office with a photo I.D. to sign your student out. Teachers will not release a student from their room until instructed to do so by office personnel. Students will only be released to persons designated on the yellow check-out card as designated by parents/guardians. It is the parent's/guardian's responsibility to update school personnel in person with any changes. Updates and requests for changes by phone will not be accepted. Students with excessive checkouts (5 or more) during a grading period are ineligible for the perfect attendance award. A letter will be included with your student's report card if he/she is checked out 5 or more times in a grading period. A copy of this letter is given to our school social worker. **In order for teachers to bring closure to the instructional day and to prepare students for dismissal, students may not be checked out after 2:40 p.m.**

Excessive absences, tardies, and/or checkouts may have a detrimental impact on a student's educational experience. Our school social worker will work with school administration on individual cases of excessive absences, tardies, and/or checkouts.

ARRIVAL/DISMISSAL PROCEDURES

MORNING DROP-OFF is from 8:00 - 8:30 a.m.: Do not drop off prior to 8:00 a.m. as there is no supervision prior to that time. **Parents are allowed to walk students to their classroom during the first two weeks of school ONLY!** Parents must sign in at the office and receive a visitor's sticker before going to the classroom. **Please DO NOT try and conference with teachers during this time. Their focus needs to be on greeting all students and taking care of morning tasks prior to the day beginning. All parents must be out of the building by 8:30 AM for safety reasons.**

Traffic Circle Lot: For school bus and daycare use only. With the exception of students actively serving on Safety Patrol, no students should be dropped off in this area. Handicap parking is available if

necessary.

Back Lot for Car Riders: Follow traffic pattern as directed by Honeycutt school staff and remain in your vehicle.. Allow students to exit your vehicle only in the drop-off zone along the breezeways. Always pull forward in the drop-off zone when directed by staff. Students should be ready to exit as soon as the vehicle comes to a stop in the drop-off zone. Parking is not allowed in the drop-off lane. Only school staff is allowed to park in the back lot.

Bicycles: Students are allowed to ride bicycles to school with parent permission.. Students should **WALK** their bicycles while on the school grounds and should lock their bicycles in the area provided. The school is not responsible for lost or stolen bicycles. Helmets are required for safety.

Walkers: Students who walk to school should use crosswalks where crossing guards are on duty and enter the building at the walkers entrance at the right side in front of the school.

Prime Time: From 6:30 - 7:45 a.m. parents/guardians dropping off for Prime Time may use Back Lot. From 7:45 - 8:00 am., parents/guardians dropping off for Prime Time must use the Visitor Lot.

AFTERNOON PICK-UP

Traffic Circle Lot: For school bus and daycare loading only. No students should be picked up in this area. Handicap parking is available if necessary.

Back Lot for Car Riders: Follow traffic patterns as directed by Honeycutt school staff and remain in your vehicle. Students will only enter vehicles in the pick-up zone along the breezeways. Please pull forward as directed by staff members on duty. Place the assigned student number cards you were given by the school in a visible location on your dashboard. Teachers/school staff will release students to you once student numbers have been matched and verified. Only school staff are allowed to park in the Back Lot.

Bicycles: Students are allowed to ride bicycles from school with parent permission. Students should **WALK** their bicycles while on the school grounds. The school is not responsible for lost or stolen bicycles. Helmets are required for safety.

Walkers: Students who walk home from school will exit by the side door near the cafeteria. Walkers must use crosswalks where crossing guards are on duty.

Prime Time: From 3:00 - 3:35 p.m., parents/guardians picking up for Prime Time must use the Visitor Lot. From 3:35 - 6:00 p.m., parents/guardians picking up for Prime Time may use the Back Lot.

Clubs: Dismiss as designated by club leaders.

SCHOOL BUS TRANSPORTATION

Per CCS Board Policy, any student assigned to a school that is one and a half miles or more from his or her residence is eligible for transportation services to and from school. Students are transported by Cumberland County school buses and are assigned to a specific bus, according to their home address that is listed in PowerSchool. Students may only ride the bus to and from their home address. In order to adhere to state guidelines for maintaining bus capacity, no student will be allowed to ride a bus that they are not assigned to. Therefore, requests for a student to ride a bus other than their assigned bus will not be honored. (Example: to a relative or a daycare provider's house)

Bus stop times and locations are available during our Open House and in our front office upon request. Your patience and cooperation are appreciated during the first few days of school as bus routes are established. Parents are responsible for updating the front office with any address changes throughout the school year. It is the parent's responsibility to ensure that the student is at their assigned bus stop approximately ten minutes prior to the scheduled bus arrival time.

Parents are not allowed to board the bus at any time, for any reason. Also, parents should not delay or interfere with the bus driver completing his/her route as scheduled. If you have a question or concern that cannot be addressed quickly at the bus stop by the driver, please contact the school to share your concern(s).

If your child usually rides the bus and you have a change of plans on a particular day, you must send a written notification to inform the teacher of the change. Please do not simply send an email during the school day because teachers don't always have an opportunity to check their email throughout the day. The teacher may not see your request until after school hours. Therefore, if you need to change the mode of your student's afternoon dismissal, we ask that you notify your student's teacher in writing. Remember, we do not take changes over the phone. Students will not be allowed to be picked up or checked out at the bus lot during afternoon dismissal for safety and security purposes. Also, between the hours of 7:00 a.m. and 4:00 p.m., the bus parking lot is reserved for buses and staff vehicles only. Parents and visitors should not use the bus parking lot for drop-off or pick-up purposes during this time frame.

Release of students at bus stops

- Kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or parent designee. (Parent designee must be a middle school/high school student or other responsible adult). If there is no parent or parent designee at the bus stop to receive the student, the bus driver will return the student to school at the conclusion of their route.
- Parents/guardians of students in 1st grade and 2nd grade have the option of signing the Bus Stop Release Authorization form. By signing this waiver, the parent is authorizing the driver to allow the student to be released at the bus stop unsupervised.. If parental/guardian consent has not been given and there is no parent/parent designee at the bus stop to receive the student, the driver will return the student to school..
- Students may be suspended from the bus for their parent/guardian's chronic failure to comply with these guidelines.
- Students in grades 3, 4, and 5 may be released at the bus stop without an adult present.
- Bus drivers have the discretion to return any student to school if conditions at the bus stop look unfavorable.

SCHOOL BUS BEHAVIOR

Students are expected to conduct themselves in an orderly manner while riding on a bus. Riding the bus is a privilege that may be revoked at any time. .All students are expected to follow specific rules and guidelines while riding the bus. During the first few weeks of school, special emphasis will be placed on teaching bus safety to all students. Misconduct on the school bus endangers the safety of all students. All riders are expected to do their part to make our buses safe. .

Incidents of misbehavior on the school bus that may result in a suspension of bus riding privileges at E. Melvin Honeycutt Elementary School include, but are not limited to:

<ul style="list-style-type: none"> ● Bringing articles aboard bus of injurious or objectionable nature ● Improper boarding/departing procedures ● Failure to remain seated or to sit in assigned seat ● Switching seats while the bus is in motion ● Failure to obey the driver ● Tampering with bus equipment ● Rude, discourteous and annoying conduct ● Teasing or making fun of other students ● Using profanity or vulgar language ● Destruction of property/vandalism 	<ul style="list-style-type: none"> ● Other behavior relating to safety, well-being and respect for others ● Using a cell phone or other electronic device (These items must remain in the student's backpack.) ● Hanging head, arms, or objects out of the windows ● Littering/Throwing objects in or out of the bus ● Lighting matches/smoking on bus ● Fighting/pushing/tripping/shoving/hitting/biting/pinching/spitting ● Eating/Drinking on the bus
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Remember, riding the school bus is a privilege.. School administration has the authority to suspend any student(s), at any time, from the school bus for behavior that jeopardizes the safety and well-being of others. Failure to follow these rules and expectations will result in consequences.

Consequences for Bus Misbehavior:

1st OFFENSE: Written Warning Notice sent home to parent/guardian & conference with student

2nd OFFENSE: Phone call to parents.

3rd OFFENSE: Suspension from the bus for 1 day.

4th OFFENSE: Suspension from the bus for 3 days.

5th OFFENSE: Suspension from the bus for 5 days.

6th OFFENSE: Suspension from the bus for 10 days.

7th OFFENSE: Suspension from the bus for the remainder of the school year.

Fighting on the bus will result in an automatic suspension from the bus for at least 5 days

EMERGENCIES at SCHOOL

In the event of a student accident or illness at school, parents/guardians will be called. If we are unable to reach a parent/guardian, we will call the emergency contacts on file. Please be sure those people are aware that you have given their numbers as emergency contacts. If at any point during this school year this information should change, notify the school immediately so that we can update our records.

ILLNESS

The school can help with emergency first aid, however It is against the law for school officials to supply medicine for a student who is ill. If a student is too ill to remain in school, parents/guardians will be notified to come pick up the student. Per CCS Policy, students with a fever (100 degrees Fahrenheit or higher), vomiting, diarrhea, active head lice, or rashes, are to remain at home until symptom-free without medication for 24 hours.

ADMINISTRATION OF MEDICATION

Per district policy, students who require medicine and/or medical supplies during the school day require appropriate documentation. This documentation includes: completion of a current Physician's School Medication Form/Release of Liability. The written instructions must include: student's name, name of medication, time to be administered, and dosage. Parent/guardian must come to school to administer medication if a student misses the before school dose. School personnel are not allowed to accept telephone requests to administer medications. **Students may not transport medication to and from school. Parents must bring and sign in all medication with the medicine clerk.**

Long-term medication requirements– A Physician's School Medication Form/Release of Liability Form signed by the physician and the parent/guardian is required along with an original pharmacy labeled container.

Short-term medication requirements– An original pharmacy labeled container, with a written request from parent/guardian that medication be given, and a completed Release of Liability Form are required.

HOMEWORK

Homework is assigned as an extension of our daily school program. Homework contracts will be sent home within the first two weeks of school. In addition to nightly reading expectations of at least 20 minutes, homework assignments should not exceed:

- 10 minutes, K/1
- 20 minutes, Grade 2
- 30 minutes, Grade 3
- 40 minutes, Grade 4
- 50 minutes, Grade 5

Please note, homework times do not include long term assignments. Please contact your student's teacher if homework exceeds these guidelines. Parents/guardians are encouraged to set aside a regular time, each evening, to discuss any papers their student may have brought home from school and to talk with their student about the day's events.

HONOR ROLL

After each nine week grading period, 3rd – 5th grade homeroom teachers will calculate the honor roll. A student's grades will be constituted by his/her performance on tests, classwork, participation and homework. There will be two honor rolls: A and AB. To be on the A Honor Roll, a student must have all A's. To be on the AB Honor Roll, a student must have all A's and B's. A student with a C will not qualify for either honor roll. The grading scale is as follows:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

BOOKS

Teachers, on a loan basis, will assign students books. They should be treated as borrowed property. Books are to be kept neat and clean. Lost or damaged books must be paid for. Books should never be left where someone else might pick them up. The student assigned the book is responsible for it until it is returned to the teacher at the end of the school year. The fee for a lost book is determined according to the following guidelines:

1 st year of adoption:	100% or new price
2 nd year of adoption:	80% of new price
3 rd year of adoption:	60% of new price
4 th year of adoption:	40% of new price
5 th year of adoption:	20% of new price

SNACKS

Each grade level determines whether or not to allow students the opportunity to have a snack during the school day.

MEDIA CENTER

E. Melvin Honeycutt Elementary School has an exceptional Media Center. All students are encouraged to check out books. Kindergarten students check out one book at a time, 1st and 2nd grade students check out two books and 3rd, 4th and 5th grade students may check out three books. Kindergarten students begin checking out books after the first nine weeks or upon a class session on how to care for books.

Books may be kept out for two weeks and returned on or before the due date. If a book is overdue, a notice is given to the student. If the student has not finished reading the book it may be renewed.

A book is considered lost if overdue for longer than one month. You will be asked to pay for the replacement book and will receive a yellow receipt showing that payment has been made. If a lost book is later found and returned in good condition to the Media Center along with the yellow receipt, a refund will be issued. The parent/guardian will need to see the school bookkeeper to sign for their refund check. Students who return books that are damaged will be asked to pay for the replacement book. **Students who have lost a book will not be allowed to check out another book until the lost book is paid for.**

We ask for everyone's help in the proper care and handling of our books. Please do not write or mark in the books or drink or eat while reading. Remember to keep books in a safe place. With everyone's cooperation, E. Melvin Honeycutt Elementary School can continue to provide its students with a large selection of quality books and enjoyable reading experiences.

AR PROGRAM

AR (Accelerated Reader) is a program being implemented at Honeycutt to supplement the North Carolina Standard Course of Study. It was selected by the SIT (School Improvement Team) as a means of improving reading comprehension for ALL students. It is a research-based program, with extensive data which supports reading growth.

AR is built on a foundation of helping students achieve the highest levels of personal success by guiding them to

books at appropriate levels and providing objective feedback to assist in later book selections. Books in the Media Center are color coded and labeled with AR levels and points. As long as students are highly successful, the more they read the more they improve their reading ability. This is true for all ability levels in all grades.

AR also identifies students who are not reading successfully through a quality measure (average % correct) and a quantity measure (AR points). The purpose of AR is to increase engaged reading time, ensure more successful reading, and, ultimately, to help students develop into successful readers who read well and are well read.

AR assigns a point value to each book based on the number of words in the book and its readability level. AR points are a fairly accurate measure of the quantity of reading. AR is a powerful tool which must be used properly to be effective. Each 9 weeks, students are given a STAR reading computer-adaptive test. From this test, a range of book levels are determined (ZPD) at which students should be able to read independently while being sufficiently challenged, but not frustrated. With the AR Program, there are 3 goals for teachers and students to focus on: quality (% correct), quantity (amount of engaged reading time and points), and challenge (book level).

PERSONAL PROPERTY AT SCHOOL

We ask that children not bring electronic devices, cell phones, extra money, fidget spinners or toys of any kind, trading cards, collectibles or other non-educational items to school. These items will be turned in to the office and parents will have to come to school to retrieve them. The school cannot assume responsibility for the loss or breakage of such items.

LOST AND FOUND

Please label all personal belongings. Personal belongings found on school grounds are turned in to the front office.. Any student missing personal belongings should check for them in the Lost and Found area near the School Social Worker's office.. The school is not responsible for money, books, clothing, etc. left unattended. All unclaimed lost and found items are donated to a charitable organization at the end of each grading period.

SELLING OF GOODS AND ARTICLES

Students are prohibited from selling anything at school that is not school sponsored. Absolutely no sale of food or candy during the school hours is allowed.

CLASS PARTIES, PARTY INVITATIONS, BALLOONS and FLOWERS

Two parties a year are allowed for each classroom. Parents, please check with your child's teacher for approval on items and gifts brought in for celebrations such as birthdays, etc. Invitations to birthday parties that are distributed at school must include EVERY student in the classroom. Per CCS Policy, students are not allowed to receive balloons or flowers at school.

FIELD TRIPS

Field trips are planned as additional educational experiences for our students. Students are required to have written permission from their parents before going on any school-sponsored trip. All out of town field trips will use chartered/contracted buses. All students participating in such trips must ride these buses. No permission will be granted for any other means of transportation.

All payments for field trips should be submitted through the School Cash Online site provided in the field trip permission information.

CAFETERIA

The cafeteria is your dining area and should be kept neat and clean at all times. Students are expected to take plates, milk cartons and other trash to the designated area in the lunchroom.

Honeycutt Cafeteria Behavior Expectations

- Do not get out of your seat without permission. Raise your hand for help.
- Get everything you need before you sit down. This includes water and snacks.

- Do not share, give away, or buy food for anyone else.
- Remember to use your inside voice and manners.
- Please clean up after yourself.

Grab and Go Breakfast

It runs just like its name. Students enter the cafeteria as they arrive at school from 8:00 - 8:25 a.m., grab their prepackaged breakfast, and take it to their classrooms to eat. Breakfast is provided at no charge to students. Adult breakfast is A la carte pricing. If you cannot arrive in enough time for your child to eat please provide breakfast at home.

Lunch Prices

Student Lunch	\$2.65
Reduced Student Lunch	FREE
Extra Milk	\$0.50
Adult Lunch	A la carte pricing

Special Diets: Students with special nutritional needs must have a completed “Medical Statement for Students with Special Nutritional Needs” for School Meals on file in the cafeteria.

Prepay Options

Student cafeteria accounts are identified by the student’s PowerSchool number. Parents may pay for student meals and a la carte items in advance by adding funds to the student’s account. Prepayment can be made in the cafeteria or online at www.k12paymentcenter.com Upon request from the parent within 60 days from the date of student withdrawal, positive balances will be refunded to the parent by Child Nutrition Services.

Cafeteria Charge Policy

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. Students in grades preK-8 may acquire a negative balance up to \$15.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student’s meal will exceed the negative balance limit of \$15.00, that student will be offered an alternative breakfast/lunch tray. Adults must have money at the time of purchase. Charging is not permitted in school cafeterias for adults.

Negative Balances

Once a student acquires a negative balance, the cafeteria manager will check to see if the student has a free or reduced application on file. If the student does not have an application on file, the cafeteria manager will give one to the teacher for the student to take home and their caregiver to complete. A free/reduced lunch application can also be completed online. The parent/guardian will be contacted if a student’s account has a negative balance. Cafeteria managers will periodically identify students with low and negative balances and place ParentLink calls to the respective students’ homes to inform parents of the students account balance. Parents can add money to their student’s account via K12PaymentCenter.com or by providing funds to the school cafeteria.

Negative balances on student accounts should be paid in the school cafeteria as soon as possible to prevent the student being subject to alternative meals. The CNS office at 810 Gillespie Street (910-678-2502) will accept payment for negative balances remaining on the account after the last day of school. Positive balances on student accounts shall be carried forward to the following school year.

Free or Reduced Meal Benefits Applications

There are 2 options available for filling out a Free and Reduced-Priced Meal Application.

Option 1: Fill out the application form at www.LunchApplication.com .

Option 2: Fill out a paper application and return to your child’s school cafeteria or mail it to Cumberland County Schools, Child Nutrition Services, 810 Gillespie St., Fayetteville, NC 28306.

Only one application per family is required but all students and household members should be listed on the application. A new application must be completed each year, and families may complete an application at any time during the school year. Students who were approved for benefits last year must complete a new application at the beginning of the new school year. Students may eat on last year's status for either thirty (30) days or until a new application is processed whichever occurs first. Those students who do not have an approved meal application on file will need to pay for meals after the first 30 days of school. If you received a letter that your child is directly certified to receive meals, you do not need to complete an application for meal benefits. However, if your letter does not include the names of all students in the household, please call 910-678-2595.

FIRE, TORNADO, and LOCKDOWN DRILLS

Fire drills, tornado drills, and lockdown drills are held regularly during the school year. Directions for exiting the school are posted in each classroom. The tornado watch will be conveyed to the teachers by the office staff. The tornado warning will be conveyed by school administration. If required, students are expected to exit the building in a safe and orderly manner. Lockdown drills will be announced over the P.A. system.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities or employment policies as required by title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with disabilities Act (ADA).

The Cumberland County Board of Education has adopted the following grievance procedure to comply with Title IX and Section 504 and ADA requirements.

Grievance Procedures - Title IX

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 (10) days give written notice to the superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

Grievance Procedures - Section 504/ADA

Students who believe that they have been discriminated against on the basis of a disability in the public school should first appeal to the person designated in each school as the one responsible for hearing said grievances. If after appealing to the designated official the student is dissatisfied, he/she may submit the request in writing to the ADA/Section 504 Coordinator for a review of the case. The ADA/Section 504 Coordinator or designee will arrange a conference with the student and render a written decision within ten (10) days of the hearing. If the decision rendered by the ADA/Section 504 Coordinator is unsatisfactory to the student, the student may, within ten (10) days, give written notice to the Superintendent and request a review on the record of the ADA/Section 504. The Superintendent shall render his decision within ten (10) days of receipt of the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall, within ten (10) days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of grievance.

RELEASE OF INFORMATION FROM STUDENT RECORDS

Cumberland County Board of Education Policy JR, Student Records, prohibits the release of information from student records consistent with the Family Educational Rights and Privacy Act which protects the privacy rights of students and parents. Certain directory information, however, such as students' names, addresses, telephone numbers, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and other similar information may be released as set forth below:

Directory information will be released to other governmental agencies when the eligible student, parents or guardians

have not objected to the release of directory information. At the beginning of each school year or upon the enrollment of the student in the school the parent, guardian or eligible student will be given notice of his or her rights regarding student records under the Family Educational Rights and Privacy Act. The parent, guardian or eligible student will be given an opportunity to object in writing to the release of directory information within ten days of the receipt of such notice. If the parents, guardians or eligible student do not object within the ten-day period, directory information may be released consistent with this policy.

PARENTS RIGHT TO KNOW STATEMENT

As required by the Elementary and Secondary Education Act (ESEA), Title I Part A. Information is available at our school to include but is not limited to the following:

- the school improvement plan
- qualifications of your child's teacher and/or teacher assistant
- professional development opportunities for teachers and assistants to ensure highly qualified personnel
- opportunities for parent involvement and input
- the district improvement plan
- the district parent involvement policy
- the district report card and the school report card

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

DECLARACION DEL DERECHO A SABER DE LOS PADRES

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A. Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:

- Plan de Mejoría de la Escuela
- Calificaciones del maestro(a) de su hijo/a
- Oportunidades del desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados
- Oportunidades para la participación y las opiniones del padre
- Plan de Mejoría de las Escuelas del Condado de Cumberland
- El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
- Reporte de Calificación del Condado de Cumberland
- Reporte de Calificación de la Escuela

Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.

INTERNET USAGE POLICY

Cumberland County Schools
Internet Use Policy

Internet access is now available to students and teachers in the Cumberland County Schools. The goal of the school system in providing this service is to facilitate resource sharing, innovations, and communication that are consistent with the educational objectives of the State of North Carolina and the Cumberland County Schools. Access includes local, national, and international connections to:

Libraries, companies, agencies and businesses: discussion groups on a variety of subjects; information news services; electronic mail communication

The Cumberland County School System subscribes to the Library Bill of Rights and actively promotes intellectual freedom. Materials are selected for schools based on the age and educational level of the students as well as the curriculum. Some information on the Internet is not appropriate for students and may contain items that are illegal, defamatory, inaccurate or potentially offensive. Cumberland County School personnel will make every effort to monitor student use of the Internet to insure that materials accessed are for the appropriate age. However, on a global network it is impossible to control all materials. Students will, therefore, be given the privilege to use the Internet along with the responsibility of using it properly by returning a completed Internet Use Agreement including a signature by a parent or guardian to a Media Coordinator at his or her school. Access will be available only during

the hours that the school is open.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of those who use it. In general this requires efficient, ethical and legal utilization of the network resources as well as adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access could possibly be denied. In a case where laws or codes of conduct are broken, further consequences may follow.

INTERNET GUIDELINES

1. Acceptable Use - Internet use must support the educational objectives of the Cumberland County School System. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privileges - The Cumberland County School System subscribes to the Library Bill of Rights and acknowledges that the Internet can play a vital part in bringing information and ideas to students. However, the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The school Media Coordinator and teachers will deem what is inappropriate use. The administration, faculty and staff of the Cumberland County School System may request the denial, revocation, or suspension of specific privileges.

3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not get abusive in messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your school name and address, your personal address or phone number or those of others.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in a way that would disrupt the use of the network by others.
- Remember all communications and information accessible via the network are private property.

4. Warranties - The Cumberland County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Cumberland County School System will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Cumberland County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on the Internet, you must notify the Media Coordinator at your school. Do not demonstrate the problem to other users. Do not use another individual's name or account without written permission from that individual. Attempts to logon to the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the Internet, or any of the above listed agencies or other network that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

(THIS AGREEMENT WILL BE SENT HOME WITH YOUR CHILD AT THE BEGINNING OF SCHOOL)

INTERNET USAGE POLICY
Cumberland County School System
Internet Use Agreement

STUDENT USER: I understand and will abide by the above Internet Use Policy and Guidelines. I also understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and if school behavior codes are involved or laws are broken, school disciplinary and/or appropriate legal action may be taken.

User Signature _____ Date _____

PARENT OR GUARDIAN: As the parent or guardian of: _____ I have read the

Internet Use Policy and Internet Guidelines. I understand that this access is designed for educational purposes and that the Cumberland County School System will make every effort to monitor student use of the Internet. However, I also recognize that it is impossible for the Cumberland County School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I accept full responsibility for any vandalism my child should commit on the Internet. I hereby give permission for my child to use the Internet for education purposes and certify that the information contained on this form is correct.

Parent or Guardian's Name (Please Print) _____

Parent or Guardian's Signature: _____ Date: _____