

# 2018-2019 Parent & Student Handbook

Hendersonville Elementary School  
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Principal: Kerry Stewart

Please see the Henderson County Public Schools (HCPS) website for additional information:  
[www.hendersoncountypublicschoolsnc.org](http://www.hendersoncountypublicschoolsnc.org)

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## Welcome

The staff of Hendersonville Elementary is pleased to welcome you to our school! We take pride in the nurturing academic and social environment we offer to children. As a flex-schedule school, we have the opportunity to provide year-round learning, celebrating the seasons as your child grows and learns!

Hendersonville Elementary fully implements the Common Core Standards for reading and math, and the NC Essential Standards for science and social studies. We seek to provide a variety of learning opportunities to support your child's learning. Our goal is to develop students into self-assured, self-confident, and self-reliant citizens. We are committed to maintaining strong parent – school communication as a primary means of supporting your child's learning experience.

### *Hendersonville Elementary Mission Statement:*

We will be **H**onorable in character, **E**ngaged in learning and **S**uccessful each day.

This student handbook is available to help answer some of the more basic questions regarding day-today routines and operations. It will assist you as you support your child's learning, but please do not hesitate to ask if you have any questions. Thank you for all you do as we work together to ensure a successful 2018-2019 school year!

## Attendance

Attendance is important every day of the school year. Your child will be missing important lessons when they are not in school. For a child to do their best, he/she must be present. We are fortunate to follow a flex schedule, providing us with vacation days during the traditional school year. We ask that when possible you do not schedule vacations when school is in session. Educational vacations are not lawful absences. It can be beneficial to let other family members know when school is in session so they will not put you in a compromising position by requesting your child be absent from school. We do not want to see any child behind or retained because of absences. **Students must attend classes for a minimum 164 days in order to be eligible for promotion. Students must attend study sessions provided outside of the regular school day and at the discretion of the teacher to make up absences over the 16 days.**

**If your child has a chronic illness or is hospitalized for an extended period of time, please contact the principal for the appropriate forms.**

1. Parents must provide the school with a note identifying the reason for the absence within three (3) days of their child returning to school. The note should be dated and specify the reason for the absence. Students should make up class work missed during an absence. Teachers are not required to assist students in making up class discussions and oral information disseminated during class. Students will not be able to make up hands-on investigations.
2. **Parents are requested not to pick up a child before the regular dismissal time.** This is an interruption of the educational process, not only for your child, but other children as well. **If a child leaves before 11:00 am or arrives to school after 11:00 am, he/she is marked absent for the entire day.** However, any portion of the day a child can attend is to their benefit. Please provide verification for medical appointments. When scheduling appointments, it is beneficial to make them as close to the beginning or the end of the day as possible so your child can be in school.
  - If you have questions regarding our school schedule, you can visit the Henderson County Public Schools website at [www.hendersoncountypublicschoolsnc.org](http://www.hendersoncountypublicschoolsnc.org) or check in the school office.
  - **Tardies:** Students coming into the building after **8:00 a.m.** are tardy and must report to the office.
  - **Students should not leave school prior to 2:45 p.m. except for appointments / emergencies.** Habitual tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of learning.

## **Arrival: Car Riders**

Traffic in our school area is very heavy in the morning and afternoon. Please plan your departure time from home so that you will be able to have your child *at school and in the classroom by 8 am*. The instructional day is from 8:00 am–2:45 pm. *\*Note that Prince Drive and Bearcat Loop are one-way from 7:35 am – 8:05 am.*

1. Unload by the curb on the office side of the building. Pull as far forward as possible.
2. Allow your child to get out of the car only when traffic has stopped.
3. Be ready to unload immediately. Money and instructions should be taken care of before you arrive at school.
4. ***Please refrain from using your cell phone in the drop-off line for the safety of our children.***
5. Visitor parking is limited, and is located in the lot beside the building. All students should enter through the front doors for safety and security reasons. The front parking lot is for employees only.
6. Help your child to gain the experience and independence of walking to class alone as soon as possible. Adults monitoring the front doors, sidewalks, and hallways will assist them.
7. ***Students arriving before 7:30 a.m. will need to enroll in PSAM.*** See PSAM and PSPM section in this handbook for more information. Students arriving between 7:30-7:40 a.m. will stay in a supervised area before reporting to class. ***Other than PSAM, there is no supervision available before 7:30 a.m.***

## **Birthdays:**

Student birthdays will be celebrated each month with Mrs. Stewart at a special celebration table. Please refrain from bringing in class birthday treats.

## **Calendar:**

Our school calendar can be found at [www.hendersoncountypublicschoolsnc.org](http://www.hendersoncountypublicschoolsnc.org) and at [www.hendersoncountypublicschoolsnc.org/hes](http://www.hendersoncountypublicschoolsnc.org/hes) , or you may ask for a copy in the front office. ***Please be aware that our school calendar may change (especially intersession breaks and teacher workdays) as we work to make up days lost to inclement weather. Keep this in mind as you make travel plans.***

## **Clubs:**

There are a variety of club opportunities at HES, and these may vary from year to year. Information will be sent out as these opportunities become available.

## **Confidentiality and Access to Records:**

The Henderson County Public Schools comply with the Family Education Rights and Privacy Act of 1971 (FERPA), under which parents or otherwise authorized persons may inspect, review, and contest the accuracy of, and control access to student educational records. Student's educational records are made available within 45 days to the student's parent, eligible students (those 8 years of age or older), and school officials who have a legitimate educational interest in seeing the records. Student educational records may be released to others only in accordance with stated legal guidelines. A copy of the complete policy pertaining to confidentiality and access to student records may be obtained at each Henderson County Public School and from the office of the Superintendent. Complaints regarding alleged failure to comply with the Family Educational Rights and Privacy Act may be brought to the attention of the Office of the Secretary, Department of Education, Washington, DC.

## Communication:

1. ***Please advise the school of any telephone, address, or other vital information changes as they occur.***  
We need this information as soon as possible to have effective communication between school and home.
2. Send a note if your child's ride home changes. Be specific as to what your arrangements are for the child to go home. Please limit your calls to the office regarding transportation arrangements.
3. If your child is having a problem in school, please schedule a conference with the child's teacher. Please give the teacher an opportunity to assist you in solving the problem. If you need additional assistance, please contact the principal.
4. Conferences should be scheduled before or after school. Schedule conferences in advance when possible. Wednesdays are not available as they are designated staff meeting days.
5. ***Please do not request that a teacher leave the class to take a phone call.*** Leave a message and they will return your call as soon as they are able. Their priorities are instruction and student supervision.
6. ***Please do not go to a teacher's room during the school day unless previously arranged.*** They are engaged in the important task of instructing children and cannot stop to have a conference. Stop by the office for assistance.
7. Your child will be responsible for carrying messages to his/her teacher and getting information home such as parent memos, school notices, teacher notes and other important communications. Please check your child's folder/agenda/notebook each night.

## Dismissal:

***\*Note that Prince Drive and Bearcat Loop are one-way from 2:35 pm – 3:10 pm.***

1. Students will be dismissed for the day at 2:45 p.m. unless they have a written note for an early dismissal. Please do not come in to call for your child early unless they have an appointment.
2. If you must sign out a child to see a sibling elsewhere in the school, please make certain you have checked with the child's teacher ***ahead of time*** so that arrangements can be made for missed instruction.
3. If you must pick your child up early for an appointment, come to the office and sign your child out. Do not go to the classroom. Teachers may only dismiss children called from the office.
4. Car riders are to be picked up in the front of the building. We are better able to load students if you will remain in your car and are attentive about pulling up. ***We do not have supervision for students after 3:10 p.m. If you need after-school care, please contact PSPM.***
5. ***Please refrain from using your cell phone in the pick-up line for the safety of our children.***
6. If you need to park or come in the building during dismissal, please park in the visitors' spaces, not the driveway. The driveway is for picking up children and the area beyond that is for bus parking.
7. If you park and walk up to pick up your child, please stop at the designated staff member (on either end of the pick-up bench) or safety patrol and request they get your child. We ask that parents not walk up to the pick-up bench, as this adds to the congestion and compromises safety procedures. ***Parents should have their traffic cards identifying the child's teacher and the child's name when picking up their children.***
8. ***If you must speak with a teacher at dismissal, please wait until 3:15 pm. Until that time, teachers are supervising students, and student safety is their priority.***

## Dress Code:

***School dress should be appropriate and proper for school.*** Please see the HCPS Code of Conduct for details. Clothing with inappropriate phrases or logos, or that advertises drugs, alcohol or tobacco is not allowed at school. Hats or caps may not be worn in the school building, unless authorized by the teacher. Book bags must be put away during class or while in the building. Shoes with wheels or Heelies are not permitted. We encourage students to wear HES spirit wear or school colors on Fridays.

## **Early Dismissal**

School closings and emergency dismissals are announced on radio and TV stations as early as 6:30 a.m. The school system's automated telephone system, ALERTNOW, will send you a message. ***Please keep the school updated as to new phone numbers.*** We ask that you rely on these resources and do not call the school or HCPS for dismissal information. We will get the information out as soon as we have it.

## **Emergency drills:**

Student safety is everyone's responsibility.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lock down drills take place throughout the year.

## **Expectations:**

Students are to behave in a respectful and orderly manner at school or while participating in school activities. Student shall not engage in behavior which is detrimental to the teaching/learning process. School officials have the obligation to correct any student at any time while the student is in school or on school grounds.

1. Disciplinary measures are most often needed when students have difficulty following school/classroom rules.
2. Students are to report problems with other students immediately and are expected not to retaliate. Bullying in any form should be brought to the attention of the teacher.
3. Warnings, counseling, loss of privileges, and suspensions are some of the disciplinary measures employed.
4. Parents will be contacted regarding repeated or major problems.

## **Food Service:**

Parents are encouraged to eat with us and enjoy time with their child. We encourage you to enjoy a lunch being served by our cafeteria instead of bringing restaurant food. To prevent hurt feelings, additional friends at the parent table are not permitted.

1. Well planned, nutrient-rich meals are served in the cafeteria in accordance with the National School Lunch Program.
2. Breakfast is available 7:30 am – 8:00 am.
3. If a child accidentally forgets his/her lunch money, we allow up to 3 days of lunches to be charged. The charge must be paid the next day. If a child forgets money for a snack or lunch drink, we can provide them with water. Students are not allowed to charge for drinks only.
4. Students may pay for lunches daily or may prepay for lunches in advance. We encourage you to use this option, eliminating one more thing to remember each morning! You can also pay online through the website.
5. At printing, breakfast and lunch prices are as follows:
  - Full cost: \$1.00
  - Reduced cost: Free
  - Adult cost: \$1.15

If you pack a lunch for your child, we ask that you send an alternative to soft drinks. Soft drinks do not support the HCPS Student Wellness plan for healthy children.

## **Health Concerns:**

1. *Parents are required to fill out paperwork in the office in order for medication to be dispensed at school. Over the counter drugs can be dispensed with a parent signature on a form provided by the office.* The medication must be in the original container.
2. *Prescription drugs* taken during the school day must be in the original container *and the form (provided by the office) must be signed by the doctor.*
3. Do not send your child to school if he/she has a fever, lice, pink eye, or other obvious illness. See the
4. “Nurse’s Guide” on our website to help determine when to send your child or keep them home.
5. We have basic first aid supplies for minor scratches and scrapes.
6. We do take temperature readings and *in the event of a fever, you will be contacted to come for your child.*
7. ***IT IS IMPERATIVE THAT WE ARE ABLE TO REACH SOMEONE IN CASE OF EMERGENCY; BE SURE WE HAVE A CURRENT PHONE NUMBER WHERE YOU CAN BE REACHED.***
8. Hair Lice is a common problem in elementary school. Should nits or live lice be detected, you will be called to take your child home. Your child may return to school when the hair is free of nits. Upon return, an adult and proof of treatment must accompany your child to the office for a check before re-admittance. (Per HCPS policy.)

## **Intersession Breaks:**

We are fortunate to have a flexible, year-round schedule here at HES. This allows us opportunities that other schools do not have. We use these breaks, known as BLT (Bonus Learning Time), to offer “extracurricular” classes for a fee during these breaks. We also offer remediation for those students who qualify for additional support. Additional information will be sent home prior to the breaks. Invitations for remediation will also be sent home at this time.

## **Lost and Found:**

1. Lost and found is located in the gym. Students who have misplaced jackets, sweaters, shirts, etc. should always check the Lost & Found container in the gym for such items. Items will periodically be donated to local clothing agencies, so please check Lost & Found often.
2. *Parents are asked to clearly label all materials belonging to their child.* This makes it easy to return the lost item.

## **PBIS:**

PBIS stands for Positive Behavior Intervention and Supports. This is a national program that focuses on teaching student expectations, utilizing positive reinforcement, and providing interventions and supports when there are struggles. At HES, we want to support what our parents expect from their own children, so we focus on respect and responsibility for self, school, and others. To help students remember behavior expectations, we utilize The 7 Habits of Happy Kids and teach each habit during Character time.

## **Parent and Community Involvement:**

PTO-Parent-Teacher Organization: The PTO provides parents the opportunity to work together with teachers in a cooperative effort to provide students with an effective and positive learning environment. We encourage all parents to participate in the PTO to help provide the support and involvement necessary to make our school an inviting educational environment. Working together we will be successful. *Volunteers* are an essential part of any successful school. Hendersonville Elementary welcomes parent/community involvement. We need volunteers to share their time and talents to enhance our school programs and curriculum.

## **Personal Property:**

Personal property not needed for participation in a school activity should be kept at home. Students should not bring valuables to school. The school cannot be responsible for items lost or damaged. Cell phones, tablets, electronic games, laser pointers, trading cards, MP3 players, CD players, radios, and other electronic devices are not permitted. If your child is interested in bringing a Kindle™ or a Nook™ for reading, they may do so with teacher permission and your approval. The school cannot be responsible for damaged or lost electronics.

## **Phones:**

Students will be allowed to use the phone in case of emergency (illness, injury). Calling home for forgotten items is discouraged unless it is an emergency. Early dismissals due to inclement weather need to be arranged before coming to school. Students will not be able to call in case of early dismissal. Students will not be called from class to talk on the phone except in case of an emergency. ***Cell phones are not permitted for elementary school students (see the HCPS Code of Conduct).***

***\*We ask that parents not carry on cell phone conversations (or live conversations) in the hallway or outside classrooms as it is distracting to students/teachers.***

## **Physical Education:**

1. Children should wear athletic/tennis shoes to PE class and on the playgrounds for safety.
2. If there is a medical reason why your child cannot participate fully in physical activity, ***you must provide a note stating to what extent your child's activity should be restricted. If restriction of activities is prolonged, please provide a medical note.***

## **Progress Reports:**

1. Report cards will be sent four times a year (each 9 weeks). You will also receive midterm progress reports.
2. All parents are encouraged to conference with their child's teacher concerning his/her progress.

## **PSAM/PSPM:**

PSAM is morning care from 6:30 a.m. to 7:45 a.m. PSPM is our after school child care program which will operate from 2:45 p.m. to 6:00 p.m. on regular school days in our cafeteria. You may pick up a registration form in the office. There is a registration fee for the year of \$30.00 per child or \$40.00 per family. A child must be registered to attend. Parents pay a fee in advance for each child who attends as follows: • PSAM is \$4.00/day

- PSPM is \$10.00/day
- A full day's care during HES breaks is \$22.00/day
- For early dismissal days, childcare beginning at 1:00 p.m. is available for \$14.00. All plans for child care must be made a week in advance, and can be done online. Contact PSAM/PSPM at 698-4452.

## **Rules and Regulations:**

***(see the HCPS Student Code of Conduct for additional information)***

***THE FOLLOWING MUST NOT BE PRACTICED AT ANY TIME:*** use of any tobacco, defacing or destroying school property, running in the halls or buildings, fighting, buying, trading or selling of items during the school day, stealing, tardiness, gambling, cheating, disrespectful/disruptive behavior, disrespectful language, vandalism, and chewing gum. No items or behaviors that could cause potential harm, danger, or disruption of the educational process are allowed.

- **PROHIBITED ITEMS:** drugs of any kind (medication must be given by the teacher), knives, razor type instruments or weapon of any kind. Toy weapons are not to be brought to school.

- *No toys* should come to school except on “show and tell” day and only if specifically requested by the individual teacher.
- Be sure to *mark you child’s name* on coats and book bags.
- *Please do not send party invitations to school to be distributed unless every child is to receive one.* Hurt feelings are difficult to undo.
- Please be aware that if flowers or gifts are sent for your child, they will not be delivered until the end of the day. This reduces interruptions to the instructional day.
- Please do not send your child with book bags with wheels as they are a safety hazard in the hallways and exceed our limited space. Exceptions can be made for health reasons with prior approval.

## **Safety and Security:**

*Student safety is a paramount concern of parents and teachers. For this reason, all visitors must enter school by the office entry.*

1. Go by the office to check in and get a visitor or volunteer badge. Teachers are required to ask that anyone who comes to their door without a badge should please return to the office.
2. *Parents and other visitors are not allowed in the classrooms during the instructional day without teacher authorization.* This time is for instruction, not conferences. State mandated testing and assessment necessitates that every minute must be used for instruction. *Conferences and inquiries must take place outside of instructional time. This benefits your child.* Please do not carry on conversations outside classrooms as it is distracting to students/teachers.
3. *All exterior doors (except office entry) will be kept closed and locked at all times.* For our students’ safety, we ask everyone to please enter at the main office.

## **Student Support:**

In the event that a child needs more support than what is provided in a regular classroom setting, there are several options.

- Our Guidance Counselor is available to work with children on a variety of issues. Please contact Mrs. Elks if you are interested in more information.
- For students struggling academically or behaviorally, a classroom teacher may look to provide TIER support. TIER is a 3-tiered problem solving process which provides research based interventions in the regular classroom. TIER allows teachers to support students on an increasingly intensive continuum, depending on the level of need. Your child’s teacher will contact you if they believe your child may benefit from TIER support. However, feel free to contact the teacher if you would like more information.
- For students that have an Individualized Education Plan in place, they will receive support from the Exceptional Children’s Services. Please contact Mrs. Stewart if you need more information.

## **Yearbooks and School Pictures:**

1. Brochures will be sent home midway through the school year with information regarding yearbooks. We typically do not order extra yearbooks for later sales. Yearbooks will be distributed at the end of the school year.
2. Pictures are taken in the fall and spring, and class pictures in the spring as well. There is a makeup day for fall pictures. Information about various packages is given on the picture envelope.

## **To access a school calendar and other school information:**

Visit the HCPS website at [www.hendersoncountypublicschoolsnc.org](http://www.hendersoncountypublicschoolsnc.org)

Also, visit our school website at [www.hendersoncountypublicschoolsnc.org/hes](http://www.hendersoncountypublicschoolsnc.org/hes)



For additional information regarding Henderson County Public Schools rules and policies, please refer to the HCPS Code of Conduct. Your child will bring home a copy at the beginning of the school year, or it can be accessed at the Henderson County Public Schools website.

***Hendersonville Elementary Vision Statement:***

We will provide a solid academic foundation for each child. We will encourage and empower students to achieve their academic best while emphasizing respectfulness and responsibility for success in life.