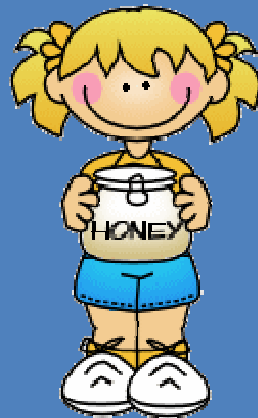




# **HONEY ISLAND ELEMENTARY SCHOOL**



## **PARENT & STUDENT HANDBOOK**

## VISITOR POLICY

Honey Island Elementary School encourages parents and others to visit our school campus. The procedures below are intended to ensure that such visitations not interfere with the smooth operation of the school or the safety of students and personnel.

All visitors are required to enter the office first, show their driver's license, sign in, receive authorization, and wear an identification badge while on campus. This is a state law (RS 17:416.10) and the procedure is posted on the glass wall near the entrance to the office. All persons are to visit only the areas authorized and return to the office to sign out and relinquish the visitor badge.

For safety reasons, adults are not to use any student restroom. Adult restrooms are located in the main office.

Furthermore, to promote safety, ensure uninterrupted instructional time, and afford professional courtesy to the teacher, parents must call and schedule an appointment with the teacher at an agreed upon time for a visitation or conference. Unexpected classroom visits and hall conferences are not allowed.

*Honey Island Elementary School  
500 S. Military Road  
Slidell, LA 70461  
985-641-3557*

Dear Parents,

Welcome to Honey Island Elementary School! Our faculty and staff are very proud of our school and we welcome the opportunity to share it with you.

Our *vision* at Honey Island is to provide a meaningful appropriate education for all students within a caring and friendly environment, resulting in graduates and lifelong learners who are prepared to solve today's problems and meet tomorrow's challenges.

Honey Island Elementary School has a highly qualified faculty and staff who are dedicated to increasing student achievement by providing a strong curriculum in a safe, nurturing environment.

I do want to encourage you to become involved in our school. It is important for the parents, faculty and staff, and the administration to work together as a team to help all of our students be successful.

I look forward to meeting each of you. It is my goal that our *mission statement*, "Honey Island, where Every day, every child Succeeds," becomes a reality for your child.

Sincerely,  
Mary Jane Smith, Principal

## ***INFORMATION FOR PARENTS AND STUDENTS***

### **AFTER & BEFORE SCHOOL CARE**

Honey Island currently operates a before and after-school care program to assist families who may need this service. For a nominal fee, parents can utilize this service by the day, or by the week. Further information and guidelines can be secured by contacting the school for an application and further inquiries.

### **ARRIVAL TIME**

Our school bell rings at 8:20 AM. Parents may not drop students off at school any earlier than 7:50 AM which is 30 minutes before our bell. This coincides with the time our buses begin dropping students off at school. It is also the time that teachers begin standing duty. No one will be at school to watch your child prior to 7:50 AM.

### **ATTENDANCE**

All students are expected to be in school unless they are ill or in the event of a family emergency. Please send a note to your child's teacher with the reason he/she was not in attendance. Be advised, however, that this note does not "erase" your child's absence. New Louisiana regulations state that a child may only have ten absences each school year. Absences of two or fewer consecutive days incurred due to personal illness or serious family illness may be validated by a parent/caregiver written excuse note. For three or more consecutive days or for other types of absences a doctor's note is required. Extenuating circumstances must be approved by the Supervisor of Child Welfare and Attendance. It is extremely important for your child to be at school every day.

## **UNIFORMS**

In keeping with the St. Tammany Parish School Board Policy, Honey Island Elementary School students are required to wear uniforms. The uniform is that which was proposed by the uniform committee. This uniform follows the guidelines of the St. Tammany Parish School Board Dress Code.

**Upper Torso:** Only long or short sleeve white or burgundy collared polo style shirts are to be worn. Burgundy school spirit T-shirts may be worn ONLY ON FRIDAYS.

**Lower Torso:** Khaki or tan color pants/shorts/skorts/skirts/jumpers only are to be worn. Shorts, skirts, jumpers and skorts must adhere to the length as stated in the STPSB student dress code. Solid khaki color only (no stripes, designs, etc.)

**Shoes:** Shoes should follow the STPSB Dress Code Guidelines.

**Outerwear:** There are no requirements for outerwear during cold weather. The outerwear must be removed to reveal the uniform while indoors. We ask that you please label all of your child's outerwear. This allows us to track down owners of lost items.

Honey Island has a LOST and FOUND box located in the main hallway for items retrieved during the year. Please come by school anytime to search for items that your child may have misplaced.

**STUDENT SUPPLY FEE**

A \$10.00 supply fee per student is requested to purchase materials which are used directly by students. These materials include art supplies, printer ink cartridges, Weekly Reader or Scholastic News subscriptions, and Reading Renaissance student subscriptions. A Supply Fee Envelope will be sent home for your use. The links to Honey Island's PaySchool Account will be posted to the district website again in early August. When the links become available, payments may be made for fees relating to the 2010-2011 school year.

**TARDIES**

As stated, our bell rings at 8:20 AM to signal the start of the day. All students arriving after that are considered tardy with a record maintained in the computer data base. If your child arrives after 8:20 AM it is necessary for you to enter the building and sign your child into the school including the reason for the tardy. After three unexcused tardies, the school will notify you according to Louisiana Revised Statute 17:233 of your legal responsibility to enforce your child's attendance at school. Civil penalties may be incurred if your child is determined to be habitually absent or tardy.

**TEMPORARY TRANSPORTATION CHANGES**

All students have a primary mode of transportation to and from school. Requests for temporary changes must be in writing, including date, place of destination, child's name, and parent's name. These requests are reviewed, logged in a notebook in the office, and signed by an administrator. Bus drivers will not accept temporary riders without approval from administration.

**Changes cannot be accepted over the phone. A change may be faxed when it is accompanied by a copy of a parent's driver's license.**

**BUS TRANSPORTATION**

Honey Island and our neighbor, Cypress Cove, share bus transportation. Because of the age of our students and lack of pedestrian facilities, all of our students are afforded bus transportation regardless of the distance from school. Unfortunately, we also share our buses with other schools and cannot guarantee convenient times for all students. Some will be on buses longer than others and some will be picked up a lot earlier than we would like. We are unable to change that.

**CAFETERIA PROGRAM**

Honey Island's cafeteria serves both breakfast and lunch. A monthly menu is prepared and distributed at the beginning of each month. Breakfast is optional, but lunch must be brought from home or purchased through our cafeteria. Students must pay for lunches on Mondays for the week or month. Daily tickets are not sold. Students are not allowed to charge in the cafeteria. Your child's teacher will send home more specific information concerning our cafeteria, fees for breakfast and lunch, and your child's identification number. Applications for free or reduced-fee lunches are distributed at the beginning of the year to all students.

**CLASSROOM POLICY**

Each teacher will have a classroom policy. The rules, consequences and rewards will follow the CHAMPs model. Also, a classroom discipline plan will be sent home with each student the first few weeks of school. Please sign that you have seen it and are aware of all details. To learn more about CHAMPs, visit our school website.

### **CONFERENCES**

Parent and teacher conferences are helpful to the student and enhance his/her chances for success. The principal and assistant principal are available to all parents and are eager to meet with you. Since much of their time is spent supervising instruction and counseling students, a prearranged appointment will ensure you the opportunity to meet with them without interfering with the daily operation of the school. Please call the school to schedule a conference with teachers and/or administrators.

### **DISCIPLINE PHILOSOPHY**

The administration, faculty, and students at Honey Island Elementary School realize that effective discipline is necessary to provide a positive learning environment which enables every student the opportunity to maximize his/her learning potential. To this end, the students, teachers, parents, and administrators have worked together to develop an effective school-wide discipline plan. This plan can be reviewed on our school web site at [honeyislandelementary@stpsb.org](mailto:honeyislandelementary@stpsb.org). It is the responsibility of every parent to see that their child is familiar with and understands this discipline plan. Likewise, it is the responsibility of every teacher and administrator to see that the school Positive Behavior Plan is consistently and fairly carried out.

For individuals who choose to act in an inappropriate manner, a series of consistent disciplinary procedures will be administered in an impartial way. The intent of these consequences remains within the guidelines of the disciplinary policies of the St. Tammany Parish School Board.

### **MORNING DROP OFF LOCATION**

Honey Island has two drop off points for morning arrival. **Only buses** will use the bus ramp at the front of the school. Parents dropping off students in cars will use the car ramp driveway closest to Cypress Cove. Duty teachers will be in place at both arrival spots. **Students who arrive at school after 8:20AM are considered tardy. These students must be accompanied by a parent and signed in at the front office.**

### **SAFETY POLICIES**

We have the following safety practices in place. Students should always travel with a òbuddyö when they are outside of their classroom. When a student checks in late, the teacher will be notified on the PA system. Two-way radios are used during recess. Students may not enter the building from the playground without a duty teacher calling the front office. Cameras have been installed to monitor our campus, both inside and outside.

### **SCHOOL SYSTEM POLICIES**

St. Tammany Parish School Board establishes and periodically reviews more specific rules and regulations concerning attendance, student discipline, dress codes, and student records. This information is distributed in the form of a handbook each year and is given to each student at the beginning of the school term. This is policy and parents are advised to sit down with their child and go over these guidelines.

### MANDATED CURRICULA

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education, and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. We would like to encourage you to talk with your child about this topic as well as other general safety issues.

### MEDICATION IN SCHOOLS

Medications can only be given at school under certain conditions pursuant to Act 87 (RS 17:436.1) and St. Tammany Parish School Board Policy. The guidelines are as follows:

No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. Our school system has special forms to be used for this purpose. The approved medication must be provided to the school in a container that meets acceptable pharmacy standards. A registered nurse employed by the school board will review the physician's orders and the parent request. The nurse will access the specific child in the education setting to determine if delegation of administration of the medication by a trained non-licensed health professional is acceptable.

### DISMISSAL

Dismissal begins at 3:31 PM. During dismissal only buses will use the main ramp. Cars of parents picking up their children will use the south ramp near the front of the school. Parents are asked not to come in to the building to get their child. Nor are parents to walk up to the car ramp to pick up their child. This would complicate our dismissal procedure and constitute a safety hazard for everyone. **Likewise parents are not allowed to check their children out of school after 3pm.** Early dismissals are discouraged unless they are unavoidable.

### EMERGENCY INFORMATION

Each student must turn in an emergency information sheet and card to the school office. This information is essential as it includes who to call in case of an emergency and the doctor to see should that be necessary. Send in this information during the first few days of school. **Update** changed information during the year by sending a note of these changes.

If your child is injured or is ill at school we will make your child as comfortable as possible and contact you immediately. We like to be prepared so it is extremely important that you identify an emergency person on your child's card. This person should be someone who knows you and your schedule and could assist the school in the event of an emergency or illness involving your child. Choose someone who is easily accessible and lives close by in case you are not. Include cell phone numbers and work numbers where applicable.

### **FIELD TRIPS**

The school offers activities during the year that involve leaving the school grounds. When we have one of these activities, all school rules are enforced regardless of the location or type of activity. For your child to attend a field trip you must sign the permission slip and return it and the cost of the trip to school by the deadline stated in the letter. If it not possible to pay by the deadline, an extension may be granted if you contact the teacher to notify him/her of your intention to pay later. A bag lunch will be provided by the cafeteria.

Parents may request to chaperone field trips. Other children may not accompany parents on the trip. Students will travel on the school bus for field trips. Refunds will not be issued.

### **GRADES**

Assessment of performance will be done in compliance with school board policy. Graded papers will be sent home at least once a week as specified by the teacher. If you do not receive papers, contact your child's teacher. The grade recorded in the teacher's grade book is the official grade. Please visit the St. Tammany Parish Schools web site to view the grading policy.

One overall grade of S or N will be given for Conduct/Work Habits per grading period.

### **GUIDANCE COUNSELOR**

A guidance counselor will be involved in whole class, small group, and individual counseling. Parents will be able to arrange conferences with the counselor by calling the school office and making an appointment.

### **LIBRARY**

Students have a weekly scheduled visit to the library with their class. They may also come throughout the week with the teacher's permission. Check out privileges will be given only when books previously checked out are returned. Parents will be notified regarding overdue or lost books. Please see that your child returns his/her books in a timely manner.

### **LUNCH POLICIES**

Our cafeteria serves Honey Island students in several ways. First, it provides a healthy breakfast or lunch for those who wish to purchase it. Second, it provides a place for everyone to eat their meal. And third, it affords all students an opportunity to socialize with their friends. Please be aware that because of the tendency of young children to "over-socialize" and not eat, there will be times when they will be expected to eat and not talk. In addition, our cafeteria is open to you should you wish to eat lunch with your child. We ask that you send a note or call the cafeteria and let us know you are coming to ensure availability. Information on meal prices will be sent with your child during the first few days of school. Canned drinks or restaurant packaged foods are not allowed in our cafeteria.

### Education of Children and Youth in Homeless Situations

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;

- Make sure that disagreements between students and schools are resolved quickly.