



Hornets Nest Elementary School Parent Information
2013-2014
Victoria J. Hicks, Principal

Address

6700 Beatties Ford Road
Phone: (980) 343-6110 Fax: (980) 343-6148

Operation Hours: **Students:** 8:15-3:45 After 8:45 a.m., a student is TARDY.
If a student leaves for the day before 12:30 pm, she/he is counted absent.

Teachers: 8:00-4:15 **Building:** 6:45-6:30

Breakfast: Served beginning 8:15 am Bus students go directly to cafeteria.
Car riders arriving after 8:30 **WILL NOT** be served breakfast.

Lunch: Classes are assigned a time to be served. Free and reduced lunch must be approved. Students will continue to be served meals based on last year's eligibility until a new application is processed. If the student does not reapply or is found to be no longer eligible, the student must begin paying full price for meals beginning **October 7**. Student who paid full price last year or new students to the system must continue to pay full price until a meal application is approved. When joining your child for lunch, please sign in at the office and meet your child in the cafeteria.

Cost: Breakfast- Students FREE
Lunch- Students \$2.25/\$.40 (reduced)
Adult A la Carte
Extra milk \$.50

Parents may prepay meals at any time. Please place your cash or check inside of an envelope and write your child's name, teacher's name and personal lunch number on the outside. Accounts can be paid to your cafeteria manager, by registering on-line or by phone through the PAYPAMs prepayment service. You may visit www.paypams.com to learn more about the prepayment service.

After School Enrichment Program: A \$25.00 family registration fee is required to be paid at the time of registration.

Hours: 6:45 a.m. to 6:00 p.m. (sharp)
Cost: \$40.00 before school only
\$45.00 after school only
\$76.00 before and after school

Please note that there will be a charge of a dollar per minute for every minute that you are late after 6:00 p.m. After 2 late pickups, student(s) will be excluded from the program.

FIRST AID

The school attempts to provide a safe environment for your child. If accidents do occur, a member of the faculty will render first aid. If it is of a serious nature, the school will notify the parents. Any treatment beyond first aid will be the responsibility of the parent. Please make sure you complete the medical emergency form every school year. Notify the school when you change your address, physician, or phone number (s).

MEDICATION

Medication, prescription and/or over the counter, will be administered **ONLY** after the proper form is completed and signed by the parent and physician. Forms may be obtained from the office.

TRANSPORTATION CHANGES

If you wish to change your child's normal dismissal routine, a note should be sent to your child's teacher stating the change and the date. Please advise your child of the contents of the note. **NO STUDENT WILL BE ALLOWED TO CHANGE HIS DISMISSAL ROUTINE WITHOUT THE WRITTEN PERMISSION OF HIS PARENT/GUARDIAN.** It is your responsibility to inform the day care center, baby-sitters, and/or carpool drivers of your plans.

Our afternoon bus ridership has increased greatly. We often cannot grant permission for children to ride home with friends due to overcrowding.

Hornets Nest Procedures and Policies

TELEPHONE MESSAGES

Due to the large number of children at Hornets Nest, we ask that you not telephone the school to leave messages for students.

FORGOTTEN ITEMS - Books, Money, etc.

If your child has forgotten to bring books, lunch money, or some other item to school, you may bring it to the school office and the secretary will ensure that it gets to the child.

EARLY ARRIVAL

Students should not arrive before 8:15 on school days. Buses will not arrive before this time as there will not be staff present to supervise students.

EARLY DISMISSAL BY PARENTS

A child will not be permitted to leave school unless he has a written excuse signed by the parent. This rule is necessary to protect the child and the school. Without an excuse, we have no way of knowing whether or not the child has permission to leave. Parents are expected to check in at the school office when coming for the child. The office will contact your child to come to the office after you arrive at the school. Please ask for an early dismissal only when absolutely necessary. The instructional day ends at 3:45 p.m. Students signed out before 12:30 will be absent for the

day if they do not return. **ABSOLUTELY NO DISMISSAL** will be permitted after 3:00 without prior written notification to the teacher.

Ten (10) early dismissals and/or tardy arrivals which are reported on the attendance card will result in cancellation of perfect attendance awards.

CAR POOL GUIDELINES

Please follow all traffic patterns established in the car pool lanes to help us maintain a safe environment. Please use the card provided for you and place it on the front dash board as you pull into the parking lot. If you wish to pick up the child before 3:15 p.m., please park in a parking space and come to the main office. Keep in mind, students will not be released to parents for early dismissal after 3:15; we are trying to minimize classroom interruptions so that teachers can maximize instructional time. This year, students will be called from the multi-purpose room to the car pool line. Please remain in your cars and wait patiently as we safely escort the children to your vehicle.

ABSENCES AND TARDIES

Students are expected to be on time under normal circumstances. The time to initiate and practice good school habits is at the beginning of the school. Students are marked tardy at 8:45 a.m. Students who are tardy must get a tardy pass from the office to enter class.

When a child is absent, he is expected to bring a note written and signed by the parent on the day he returns to school, giving the date of absence and the reason for it. Illness or death in the family is the only lawful absence allowed by the state.

EARLY DISMISSAL OF SCHOOL FOR AN EMERGENCY

If school must dismiss early due to an emergency, you will be notified through the media. Students will be sent home by bus, car, or day care van according to their normal mode of transportation. The school cannot be held responsible for students whose parents wish to pick them up rather than follow the normal mode of transportation. We cannot get messages to students nor responsible for returning telephone calls on a day when we must dismiss early.

Our primary concern is safety for all students. An unusual amount of traffic will hamper us from being most effective in our efforts.

All parents should develop a plan with their children to handle emergency dismissal. There may be times that the buses deliver your child at home before you could arrive from work. Share your plan with your child and your child's teacher. We need your support!

LOST AND FOUND

Items will be kept in a designated area in the school. Please check before or after school for any item that may be lost. At the end of each semester, excess items are donated to local charitable groups.

TEACHER CONFERENCES

Parent-teacher communication is vital to your child's education. Teachers are willing to conduct conferences before and after school hours when scheduled in advance. **TEACHERS ARE NOT AVAILABLE FOR CONSULTATION OR CONFERENCE DURING THE INSTRUCTIONAL DAY.** This could result in a great loss of classroom time for all students. When you need a conference, please call the school. A message will be left in the teacher's mailbox to return your call. You are welcome to have lunch with your child at school, visit on special occasions, attend PTA meetings/functions, and volunteer for special projects at the school.

Thursday Folder: The Thursday Folder will be sent home every Thursday. Parents are to review his/her child's work and sign the folder. Please return the folder on Friday.

WHO TO CALL

Our channels of communication at Hornets Nest are built around our organizational structure. Please communicate with your child's teacher first. If a need still exists, please contact Victoria Hicks, Principal. Please address bus issues with Traci Reynolds, Assistant Principal.

SCHOOL-WIDE RULES

See Hornets Nest Essential 7 and our Hornets Nest House System.

STUDENT DRESS

Students should wear appropriate, comfortable clothing to school. Flip-flops, short shorts, spaghetti straps, crop tops and T-shirts with derogatory messages or messages that promote cigarette, alcohol or illegal drug use are considered inappropriate attire. The CMS Handbook outlines other specific dress code details. Rubber soles are needed for physical education classes. Students that come to school inappropriately dressed will be asked to change clothes.

CLASSROOM PARTIES

Classroom parties are held at special times throughout the year and are coordinated by the PTA. Room parents/teachers will call to make arrangements. According to CMS regulations, **only commercially prepared foods may be served to students.** We are not allowed to have peanut products at the school due to student food allergies. Birthday parties are not permitted; however, if you wish to send a special snack for your child's birthday, you may send commercially prepared simple treats that can be served in the cafeteria following lunch.

Welcome to the 2013-2014 School Year at Hornets Nest Elementary School!

