

Howard Hall Classical Elementary School Parent Handbook

2026-2027



This handbook provides important information regarding procedures for our school. Please read it carefully and review this handbook with your child. We encourage you to keep this document close throughout the school year to use as a reference for policies and procedures. If you have any questions, please call the front office for clarification. We will notify you of updates to this handbook when made.

Howard Hall Classical Elementary

Howard Hall Classical Elementary School is committed to providing a quality education in a safe environment to ensure that all scholars are prepared to move to the next level as 21st Century Learners!

Our Beliefs

At Howard Hall Elementary, we believe every child can learn, grow, and achieve at high levels when provided with high quality instruction, meaningful support, and a nurturing environment. We are committed to developing the whole child academically, socially, and emotionally while helping every student discover their strengths, build confidence, develop resilience, and reach their fullest potential.

We believe students thrive when they feel safe, valued, challenged, supported, and connected. Through strong relationships, high expectations, engaging learning experiences, and intentional social emotional learning, we nurture children to become responsible, compassionate, confident learners who are prepared to make positive contributions to their school and community.

We believe our staff is our greatest resource in creating exceptional experiences for children. Every adult in our building plays an important role in student success. We value collaboration, continuous professional growth, innovation, reflection, and a shared commitment to excellence. We support and develop our staff so they are equipped and empowered to meet the academic, social, and emotional needs of every learner.

We also greatly value our partnerships with families and recognize that parents and caregivers are essential partners in their child's education. We believe the strongest outcomes for children occur when schools and families work together through open communication, mutual respect, trust, and a shared commitment to student success.

We welcome family voices, encourage active engagement, and strive to build meaningful relationships that strengthen the connection between home and school.

At Howard Hall, we understand that children are more than test scores. Achievement matters. Growth matters. Character matters. Relationships matter. Belonging matters. Together, our students, staff, families, and community create a school where children are nurtured, challenged, celebrated, and given every opportunity to succeed.

We believe in every child. We believe in our educators. We believe in the power of our families.

Our school Motto and Vision for the Howard Hall Elementary family:

"Fortitudine Vincimus"

By Endurance we Conquer!

This classical phrase and our mission statement epitomizes the rigorous, yet nurturing environment provided by the school, home, and community at Howard Hall Classical Elementary School.

HOME/SCHOOL COMMUNICATION

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- taking a minute to read and/or listen to Parent Link call outs and Connect messages which are sent from the school.
- making a commitment to attend Open House, parent-teacher conferences, curriculum nights and other school events.
- returning correspondence in a timely fashion. You may need to work with your child to ensure they return notes, permission slips, etc. on time.
- talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication.
- discussing concerns **not resolved at the classroom level** with the Principal. Bringing unresolved issues to the attention of the principal will usually result in a satisfactory resolution.

ATTENDANCE

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Scholars are expected to be at school on time and to be present at the scheduled starting time for each class. Attendance at school for children in North Carolina between the ages of 7 and 16 is

mandatory. The following constitute valid/lawful absences from school, provided satisfactory evidence of the excuse is provided:

- illness or injury
- isolation ordered by the local health officer or state board of health
- death in immediate family, including, but not limited to, grandparents, parents, sibling
- medical or dental appointment
- court or administrative proceedings
- bona fide religious observations (a minimum of 2 days)
- Educational Opportunity (the Educational Opportunity form must be completed and given to the principal prior to the absence. Upon return, the scholar (s) must give a report of the trip, verbally or written to the principal for approval within 5 days of return) No educational leave will be approved until the report is given.
- Scholars whose parent(s)/legal guardian(s) is/are an (a) active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support hosting will be granted up to 5 additional excused absences by the principal.

Parent notes should include the date of the absence, the specific reason for the absence, and the signature of the parent. Excessive absences are detrimental to scholar success. A doctor's note must be sent when a scholar accumulates 5 or more absences. **If the teacher does not receive a written note within 3 days of the scholar returning to school for the child's absence, the absence will be coded unlawful/unexcused.** All other excuses, including vacations and leave periods, are unexcused/unlawful absences. After an accumulation of 3 unlawful absences, a letter of notification will be sent to parents by our school social worker. If you receive a letter, please be advised that you may be in violation of the compulsory attendance law. The school social worker will be notified and you may be prosecuted if excessive absences cannot be justified. We would, of course, like to avoid such actions by soliciting your cooperation in helping your child maintain regular school attendance.

TARDIES

It is very important that scholars arrive on time daily. **If a child is tardy, a parent or legal guardian must check the scholar in and obtain a tardy slip before the child can go to his/her classroom. Your child is considered tardy if he/she is not in the classroom when the 7:50am tardy bell rings.** We stress the importance of being on time and ready to begin the day. Parents of scholars who are excessively tardy to school or class may be subject to a formal conference with administration, teacher, and social worker. Work habits for later years are being established, so let us work together to eliminate tardiness.

DAILY SCHEDULE

Building Opens	1 st Warning Bell	Tardy Bell	1 st Afternoon Dismissal Bell	2 nd Afternoon Dismissal Bell
7:15 a.m.	7:45 a.m.	7:50 a.m.	2:25 pm Car Riders, Walkers	2:30 pm Bus, Day Care & Prime Time

CHECK-IN AND CHECKOUT POLICY

The Cumberland County Board of Education's Policy states that no staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval and knowledge of the principal or his/her designee. Also "no scholar shall be permitted to leave school early under any conditions without a parent or guardian's written authorization and permission of the principal or his/her designee."

In view of the above policy, Howard Hall Classical Elementary School will observe the following "check-in/check-out" procedures:

- A. Under no circumstances will scholars be released from class without following checkout procedures at any time during the school day.
- B. The individual bringing the scholar to school must "check-in" scholars who report to school at or after 7:50 a.m. A tardy slip is presented to the scholar for the homeroom teacher. **Scholars ARE NOT permitted to be dropped off in the front of the building. If a parent is signing in to go to the classroom from 7:15 to 7:40, scholars are permitted to enter the front door with their parent.** All scholars must enter through the car loop side entrance if they are a car rider and through the bus rider line if they are a bus rider. Walkers from the rear and left of the school will enter on the breezeway. Walkers from the right of the school will enter through the front door of the school to pass through the weapons detectors. This is a safety matter. Thank you for your cooperation.
- C. Scholars must be picked up by a parent/guardian or an adult 18 years or older whose name is listed on the check out card. Office personnel must verify the id of the person picking up the child. If there is a custody order, it must be on file in the front office.
- D. If a person attempts to check out any scholar without being listed on their emergency card or on the emergency contact list for that child in Infinite Campus, he or she will be denied. It is the parents' responsibility to keep the emergency contact information updated in the front office. We will not update the card for you. If any changes to the emergency card need to be made, the parent must come to the school to do so.

- E. Parents picking up scholars for checkout must report directly to the office and sign the check out card. Teachers will not release scholars without notification from the office. To limit learning disruptions, we ask that parents wait in the office for the scholars. The person must provide picture identification.
- F. **Scholars will not be released for check out after 2:00 p.m.** Teachers are concluding lessons and preparing the scholars for dismissal. We appreciate your cooperation with this policy.

WITHDRAWING AND TRANSFERRING

1. Notify the data manager and the classroom teacher, several days in advance of the intent.
2. All books, school computers, or other items belonging to the school must be turned in prior to withdrawing the scholar.
3. Any scholar that leaves school before the end of the term and does not enroll at their new location will be marked absent and are subject to North Carolina laws regarding attendance.
4. When checking scholars out after volunteering and/or celebrations, parents must adhere to the aforementioned checkout procedures. Scholars will not be allowed to leave the classroom or cafeteria with parents. All parents/guardians must report to the office first to sign the checkout card and then the scholar will be called to the front office.

CHANGE IN TRANSPORTATION

It is the parent's responsibility to inform the school in writing if there is to be a change in the regular mode of transportation from school for a child.

We cannot accept the child's word that there has been a change in the mode of transportation on a given day.

Unless notified in writing, we will send your child home in the regular established manner. The note must be received by the teacher the morning of the change. Notes should be placed inside the child's school folder.

All transportation change notes will be copied and given to the assistant principal/front office staff. **(E-mails or Connect messages are not approved for transportation changes)**

We prefer not to make transportation changes over the telephone. Please note that changes over the telephone will only be approved by administration and will only be granted in extreme emergencies.

Thank you for understanding that we are serious about protecting all children, every day. Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays when possible. If a child needs to be dismissed early, parents must sign the child out in the school office as policy states.

FIELD TRIPS

Howard Hall Classical Elementary School scholars may have the opportunity to go on educational field trips throughout the school year. The purpose of field trips is to augment instructional activities. Field trips must be congruent to the NC Standard Course of Study and the age appropriateness of the scholars. Parent consent for all field trips must be provided in writing by the scholar's parent/guardian prior to the field trip. A copy of the form shall be maintained in the principal's office and with the homeroom teacher during the field trip. Additional adult chaperones to monitor scholars may be needed and will be invited by the classroom teacher. Chaperone duties include supervising small groups of scholars, monitoring rest room behavior and at the field trip destination. Parent chaperones are not permitted to ride the Cumberland County Schools bus with scholars unless otherwise stated and **only Howard Hall Elementary scholars are permitted to attend field trips**. If you are asked to chaperone, please do not bring any additional children or scholars. ***All chaperones must have a cleared background check by Cumberland County Schools for the current school year.*** If you would like to attend the field trip and not chaperone we ask that siblings of any age not attend. This is a special time for you and your scholar and we want to ensure the safety and supervision of the assigned grade level is our first priority. Increased numbers can have an effect of altering the schedule and timelines of the field trip that must be strictly followed. For your child's safety and the safety of our scholars, we ask that you do not caravan behind, in front of or around school buses or charter buses. Fees include entry to locations and transportation. The fee is shared among all scholars and chaperones. Field trips are non refundable unless the field trip is cancelled. Additionally, all scholars must arrive at school on time on the day of the field trip in order to attend. Students must travel back to school in the same manner they traveled to the trip.

County assigned field trips are not optional. They are a standard based learning assignment that is an extension of the school day. Thank you for ensuring your scholar has a signed permission form and for your understanding of this.

SCHOOL DELAYS DUE TO INCLEMENT WEATHER

In the event of inclement weather or an emergency, all scholars will be released at a time designated by the Board of Education. The dismissal time will be announced repeatedly on all radio stations and area TV stations. Buses will run regular routes. If you cannot be home, please arrange for childcare with a friend or neighbor. This person needs to be listed on your child's emergency contacts list. Please discuss this possibility with your child (ren) to better prepare them in case this situation occurs.

- Make up days for inclement weather will be announced as the need arises.
- Breakfast will not be served if a two hour delay is announced.
- Lunch will be served.

TRANSPORTATION

In an effort to ensure the safety and well-being of each bus rider and to avoid confusion, the following Bus Discipline Policy has been established. It outlines rules and expectations so that each scholar may have a safe bus ride to and from school. Scholars have the opportunity to earn bus bucks when riding the bus. This is for scholars who display exceptional bus behavior. The bus bucks will then be put as a liveschool point by their teacher. Each student is required to complete a Bus Transportation Expectations and Agreement letter for the upcoming school year.

According to CCS Code of Conduct

School transportation service is a privilege and not a right. The school bus, including bus stops, is an extension of the school. Therefore, the Student Code of Conduct is applicable to incidents occurring on the school bus and at the bus stop area. While riding a school bus, students shall at all times comply with the directives of the school bus driver and all other rules outlined in this code of conduct. Failure to follow directives will result in suspension from riding the bus as determined by the principal/assistant principal. Discipline on the school bus is the responsibility of the principal/assistant principal of the school where the student is assigned. The principal/assistant principal has authority over students on the bus and at designated bus stops. This authority is delegated to the bus driver. The bus driver has the responsibility and authority for the safe operation of the bus and will refer all students who violate any directives or rules to the principal/assistant principal. 1. Students shall not attempt to ride a bus unless assigned to it by the principal/assistant principal. 2. Students shall not board or

disembark the bus unless it is their assigned stop. 3. When students enter the school bus, they shall take their assigned seats quickly, remain seated, and face the front at all times. 4. Students shall not rush to get off the bus. 5. Students shall not loiter or play near a stopped bus but shall walk quickly away from the bus to the school building or home. 6. The following is a nonexclusive list of specific prohibited bus behaviors: a. Putting any part of the body outside of the bus; b. Throwing objects about the bus or out the windows; c. Striking matches or lighting cigarette lighters; d. Piling books, musical instruments, lunch boxes, or other objects in the bus aisle; e. Using profane and indecent language, tobacco, vaping devices, alcoholic beverages, illegal drugs or substances that mimic the effects of illegal drugs while riding in a bus; f. Taking pets or other animals on the school bus; g. Making loud or boisterous noises that have the potential of distracting the driver's attention; h. Fighting, playing or scuffling on the school bus; i. Tampering with the emergency door or any other part of the bus; j. Marring or defacing the bus in any way; k. Tampering with the fire extinguishers or first aid supplies; l. Harassing or assaulting other students, the driver or bus monitor; m. Making obscene gestures; n. Leaving trash or discarded items behind on the school bus or at the bus stop.

Cumberland County Schools (CCS) recognizes the value of a layered approach to student behavior that includes positive behavior interventions and supports (PBIS), restorative practices, and progressive disciplinary measures. These strategies represent a shift from punitive responses to more supportive and educational approaches. Rather than simply punishing students, these interventions are designed to help them understand the impact of their actions, repair harm, and successfully reintegrate into the school community—while holding students accountable. Ongoing progress monitoring ensures that interventions are effective and responsive to students' needs.

The categories outlined below provide a framework for educators and administrators across all grade levels to implement progressive and developmentally appropriate interventions. This tiered system is intended to teach, support, and motivate students toward positive behaviors, while addressing the root causes of misconduct, promoting strong, respectful relationships, and tracking improvement over time. * Additional interventions for each level may be determined by the school administrator. K-12 This violation will result in suspension from the school bus and/or disciplinary action deemed appropriate by the principal/assistant principal. **Please be reminded that only authorized school personnel and students are permitted on school buses. Unauthorized individuals, including parents/guardians will face criminal charges for trespassing or impeding the operation of a school bus. If you have concerns or issues, we strongly encourage you to contact your child's school administrator, who is equipped to help resolve these matters effectively and safely.

SCHOOL BUS BEHAVIOR BUS MISBEHAVIOR VIOLATIONS BEHAVIOR INTERVENTION & DISCIPLINARY RESPONSE LEVELS

LEVEL 1: Interventions and Responses

These interventions aim to teach correct or alternative behavior so students can learn and demonstrate safe and respectful behavior. • Academic Conference • Behavior Contract • Calm Corner • Contact Parent via Telephone, Email or Text • Daily Progress Sheet on Behavior • Detention (Before or After school) • Mentoring • Parent/Guardian & Student Conference • Reminders and Redirection • Review School-Wide Expectations • Reteach Expected Behaviors • Seat Change • Targeted Social-Emotional Learning (SEL) Lesson • Tutoring

LEVEL 2: Supplemental Support and Interventions

Administration focuses on in-school interventions that address the impact of a student's behavior, though suspension remains and option should a temporary removal from the environment be required. • Academic Conference • Accountability Project • Behavior Contract • Check-in/Check-out • Community Service • Completion of a Functional Behavioral • Detention (Before or After School) • Family Support Drug Awareness Referral • Mentoring • Parent or Guardian Notification • Re-Teach School-Wide Expectations • Referral to Appropriate Team (SST, IEP, 504) • Referral to Care Review Team • Referral to School Counselor • Tutoring Assessment (FBA) and/or Development of a Behavior Intervention Plan (BIP) • Conflict Resolution/Mediation/Restorative Conference

LEVEL 3: Intensive Support and Interventions

To ensure students learn and demonstrate respectful behavior, these interventions involve targeted instruction on alternative actions, supplemented by suspension when necessary to address the severity of the behavior. • Behavior Contract • Character Academy (9–12) • Check-in/Check-out • Completion of a Functional Behavioral • Individual & Visual Schedules • Parent or Guardian Notification • Re-Teach School-Wide Expectations • Referral to Care Review Team • Referral to School Counselor • School Behavior Health (At Designated Assessment (FBA) and/or development of a Behavior Intervention Plan (BIP) • DayTreatment Referral (K–8) • Dispute Resolution (6-12) • Family Support Drug Awareness Referral (9-12) Locations) • Teen Court (6–12)

Please note that Policy Code: 4318 Student Use of Cell Phones and Other Personal Wireless Communication Devices applies to school buses as well: "Although use is generally permitted before and after school, use of personal devices may be regulated or prohibited on school buses by transportation or school staff when such devices interfere with the safe operation of the buses. Audio should be played only with

headphones or earbuds and at a reasonable volume so as not to disturb other students or distract the driver. Students should still be able to hear directions from the driver or district staff while using headphones or earbuds.”

Policy Code: 6321 Bus Routes

A. TRANSPORTATION TO LOCATIONS OTHER THAN HOME

Upon request, the superintendent or designee may, but is not required to, assign a scholar to a bus to transport the scholar to and/or from a location other than home if the following conditions are met.

- 1. The scholar’s parent or guardian submits a written, signed request that states the specific location other than home to which the scholar is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the scholar’s safety once the child has departed from the bus.*
- 2. The request for such transportation does not require a bus to deviate in any significant way from an established route.*
- 3. There is capacity on the bus if the request would necessitate the scholar’s riding a different bus from the regularly assigned bus.*
- 4. The scholar’s residence and requested bus stop are within the zone eligible for transportation service.*
- 5. The request for such transportation does not cause the school system to incur any additional cost.*
- 6. The proposed bus stop meets safety standards established by law, the board, the superintendent or the principal.*

Any changes in bus stops must be approved by the superintendent or designee.

Kindergarten, 1st and 2nd grade scholars must be met at the bus stop by a parent or parent designee. (Parent designee being defined as someone 18 years or older).

Parents/guardians may provide written permission to allow their children in grades first (1st) and second (2nd) to walk home unsupervised. This requires an older school sibling. If parental consent has not been given and there is no parent/parent designee at the bus stop to receive the scholar the driver must return the scholar to school at the conclusion of their route. If a parent/guardian is consistently not at the stop (more than 3 times), the child will be removed from the bus route and a parent/guardian must provide transportation. Scholars in grades 3, 4, and 5 may be discharged at the bus stop without an adult present.

ASSIGNED BUSES

Scholars must be registered to ride the school bus. Intent to ride form on the CCS

website must be filled out in order for scholars to ride the bus starting the first day of school. If the form was not filled out prior to school starting a request must be made by the assistant principal to the county. This process can take 2-3 days or more. Thank you for your patience with bus assignments. School buses pick scholars up at neighborhood entrances and street corners. Stops in front of homes are not permitted. All scholars living more than 1 mile from our school should ride a school bus. Buses are new and equipped with the latest safety features. Drivers are experienced and love driving your children to and from school. Please download the Here Comes the Bus App found on the CCS website to track your child's bus. To sign up or to learn more about Here Comes the Bus, visit <http://www.herecomesthebus.com>. Should you have any further questions, please email CCS at herecomesthebus@ccs.k12.nc.us or by phone at (910) 678-2582.

WALKERS and BIKE RIDERS

Scholars walking or biking to school should select the safest and most direct route.

Kindergarten and first grade scholars will not be allowed to walk or bike home alone without a parent or guardian present. All parents must meet scholars on school grounds to retrieve their child(ren) at the end of the school day. Second Grade scholars are permitted to walk home with an older sibling. The Walker Student Release Permission Form must be signed by the parent and a copy must be on file at school.

School personnel are not permitted to leave school grounds during dismissal.

CAR RIDERS

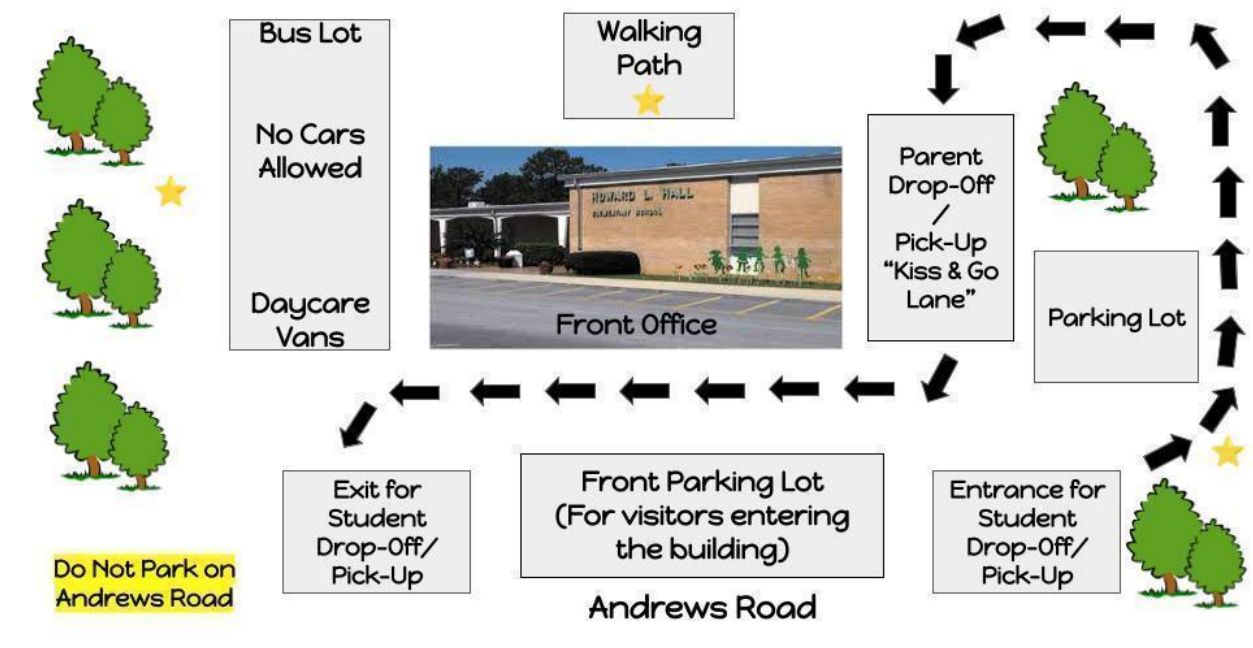
Scholars living within a mile of Howard Hall Classical Elementary School are considered car riders. All other scholars with the exception of "out of district" scholars, are asked to ride the school bus or day care transportation.

Morning drop off begins at 7:15 a.m. Parents must remain in their cars and use the drop off loop in order to allow traffic to move smoothly. No child should be dropped off prior to 7:15am due to no staff supervision. All car riders should enter through the side door from 7:15 to 7:45. At 7:45 the gate will be closed and parents/guardians must park and enter the front door, report to the window and sign in the child at/after 7:50.

Pick-up for car riders: Pick-up for all scholars will begin at 2:30 p.m. **Parents must remain in their cars and use the pick-up lane in order to allow traffic to move smoothly. We will not release scholars to parents who park and walk over to the dismissal area. This is not fair to the other parents who are following procedures.**

Your Smart Dismissal Car Tag must be displayed when entering the loop and remain displayed until off campus. If a car tag is not displayed, we will check the id of the person in the car against the emergency contact list in the office. If the name of the person is not listed, they will be denied. If a person arrives for pick up without the car tag and a valid id, they will also be denied. A screenshot of an id is not considered valid.

If you have a change in transportation and another authorized adult is picking your child up in another car, you must ensure the teacher has received your note and that the authorized adult has a valid ID with them during the time of pick up. E-mails and Class Tag messages will not suffice as approved notes. **Parents/guardians are not permitted to park on Andrews Road and walk to pick-up scholars.**



IMMUNIZATIONS

North Carolina General Statute # 130A-1569 (a) requires the parent or legal guardian to furnish proof of the following immunizations:

- v 5 doses DTP*/Dtap- Five doses: no pertussis on or after age 7; series complete if 4th dose is on/after the fourth birthday; 3 doses Td requires if series began on or after the 7th birthday.
- v 4 doses Oral Polio*/IPV – Four doses of vaccine; Series complete if 3rd dose is given on or after the 4th birthday; no polio on or after age 18.

- v 2 MMR (measles, mumps, rubella)- Measles: Two doses at least 30 days apart, first dose on or after 12 months of age, second dose before K-1 entry, two doses required if child entered K-1
- Mumps/Rubella: One dose on or after 12 months of age.
- v 3 Hepatitis –B- three doses series required for K-1 entry
- v 1-2 HIB*- Hib is not given if the child is 5 years or older; 4 (or three if PedvaxHib) doses in primary series; Series complete at least 1 dose given
- v 1 dose Varicella given on or after 12 months of age

If proper evidence has not been presented, in a timely manner, that the required immunizations have been completed, we have no choice but to dismiss your child until evidence is shown. The dismissal will be sent to you, the Health Department, Cumberland County Schools Healthful Living Department and a copy will be kept on file in your child's record. **Please ensure proper immunizations before your child begins school. It is now a requirement that all kindergarten and all out of state scholars must have a physical within the first 30 days of enrollment.**

CHARACTER CONCEPTS

Because optimal teaching and learning requires a safe and orderly school environment, we place great emphasis on CHARACTER development. scholars displaying the character traits will have the discipline and behavior necessary for learning. We must all work together to reinforce traditional values and positive character in all our children. We realize it must originate and be fostered in the home. Please help us this year as we work to build character education within our school. Good character must start at home, must be modeled, must be a community effort and will lead to success. The following CHARACTER concepts will be concentrated on each month during the school year.

SCHOLARS CODE OF CONDUCT

Each scholar has been provided a copy of the Cumberland County Schools "Code of Conduct" and will attend a Behavior and Safety assembly by administration at the beginning of the year. Scholars are responsible for knowing the rules of our school. Please review this booklet with your child. The faculty and staff at Howard Hall Classical Elementary School fully support and implement the rules and policies contained therein.

HONEY HIVE/ RESTORATIVE JUSTICE

The Honey Hive is a safe space in our school used to give our hornets time to reflect on any behavior that may have displayed that is not in alignment with our school rules. If assigned, scholars will be supervised in the Honey Hive by one of our staff members for

a half or whole day. The teacher will provide the assignments for the scholar so they may continue their coursework and not get far behind. Scholars will also be engaged in completing think sheets according to their House and other possible assigned reflection activities or projects.

The Honey Hive may be assigned as a restorative justice strategy if a suspendable offense occurs. Placement in the Honey Hive does not reflect on the scholars' county discipline record. We believe in some cases, scholars deserve a second chance and need time to review their actions and learn how to better handle them in the future. It is our hope that our efforts to provide restorative justice decreases undesirable behaviors and lowers suspension rates while also increasing student achievement.

PBIS/HOUSE SYSTEM

Since positive behavior is essential to academic progress, the teachers and staff of Howard Hall work together to encourage productive behavior in a firm, fair, and consistent manner. Our school discipline plan is based on the premise that teachers are here to teach and scholars desire to learn and be safe

Therefore, it is our expectation that all scholars will behave in such a way that will not interfere with the learning of other scholars. Each child will receive a copy of the Code of Conduct as outlined by Cumberland County Schools. Scholars disrupting our learning environment will be subject to disciplinary action.

These are specific rules and consequences that each scholar is expected to follow. Please read and discuss the code with your child. If, after due process, proper conduct is not established, scholars may be sent home until further notice. Positive Behavior Intervention & Support (PBIS) is a process for creating safer and more effective schools. It also helps schools decide how to respond to a child who misbehaves. A hallmark of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them.

We expect all scholars to:

“Bee Safe”

“Bee Trustworthy”

“Bee Involved”

“Bee Nice”

“Bee Great”

We also have a House System in conjunction with our PBIS program. Each scholar will be sorted into a house. The 4 houses are Fidelis: representing trustworthiness, Fervor: representing enthusiasm, Amicus: representing kindness and Magnus: representing greatness. Every scholar will learn about our rules and expectations, the house system

and what each house represents. Scholars will be taught character education and the importance and values of team work and community building.

Scholars will still earn their individual points for positive behavior but will also earn points for their house simultaneously. The houses will compete each quarter in a race to earn the most points. Parents will earn points for the house when they attend our events/meetings. There will be house meetings, house lunches, and house challenges.

We want our scholars to be united with a school family outside of their class and grade level. Scholars will interact with their peers and teachers they normally would not have. Our goal is to incorporate mentoring and reduce bullying. Also, to provide a sense of community and team work and encourage school pride.

NON-EDUCATIONAL ITEMS AT SCHOOL

Scholars are prohibited from bringing items such as electronic games, iPads, sunglasses, candy, fidget spinners, shoes with wheels, slime, trading cards and/or other questionable items unless otherwise specified by the teacher. These items will be confiscated and placed in an administrative office, and scholars will be informed that their parents must pick up the items in question. **If a scholar must carry a cell phone for after school use, the phone must be kept in a bookbag and turned on silent or off during the day.**

Scholar Cell Phones/Smart Watches

- Cell phones or any device that acts as a cell phone should be turned off and stored away. **Scholars are not permitted to text or make phone calls during the instructional day.** Cell phones will be confiscated if seen being used on campus during the instructional day.
- Earbuds, AirPods, and other listening devices should not be used or be worn in the ears unless directed by the teacher.
- Scholars are not permitted to take, post, and/or share pictures, record videos at any time while on school property with any electronic device unless instructed by teacher for educational purposes.
- If a scholar has an emergency, then the scholar is permitted to use the school phone to make contact with the parent.
- The school is not responsible for any lost, stolen, or broken electronic devices that are brought to the school.

Consequences:

1st Offense- Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the scholar at the end of the day: Warning documented and teacher notifies parent.

2nd Offense- Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the child at the end of the day: Warning documented and teacher notifies parent.

3rd Offense- Confiscated and turned into the front office until the end of the school day. Cell phone will be returned to the child at the end of the day: Warning will be documented and phone call home with warning that 4th offense will result in a parent or guardian having to pick up the phone in the front office.

4th Offense- Cell phone must be picked up in the front office by the parent or guardian during school hours.

Personal Handbags/Purses

To help maintain a safe and organized learning environment, scholars are not permitted to wear or carry bags during the school day, including in classrooms, cafeteria, hallways and recess. All necessary materials can be stored in bookbags or bags in the classroom. This policy is designed to minimize clutter, prevent accidents, maintain safety, and ensure a smooth flow of movement throughout the school day. This includes fanny packs, crossbody bags, belt-bags and any item other than a standard size bookbag.

Water Bottles in Classrooms

To promote a healthy and focused learning environment, the following guidelines regarding water bottles apply in all classrooms:

Only Water Permitted: Students are allowed to bring water bottles to class; however, **only plain water** is permitted. Beverages such as juice, soda, sports drinks, coffee, or flavored water are **not allowed** in classrooms.

Approved Containers: Water must be in a **spill-proof, non-glass bottle**. Bottles should have a secure lid to prevent spills.

Respect Classroom Materials: Water bottles should be kept away from electronic devices, books, and other classroom materials to avoid damage from accidental spills.

Exceptions: Any student with a documented medical need for alternative beverages must submit appropriate documentation to the school nurse and administration.

Teacher Discretion: Teachers reserve the right to limit water bottle use during specific activities (e.g., science labs, computer use) for safety or instructional reasons.

Personal Pencil Sharpeners

Scholars are not permitted to have personal hand crank or electric pencil sharpeners at school. These can often be a distraction and they often leave stains on the floor.

SCHOOL ADMISSION POLICY

To be eligible to attend Howard L. Hall Classical Elementary School, the child, or his parent, guardian, or person having lawful control of the child shall reside in the Howard L. Hall Classical Elementary School attendance areas or have been approved to attend by the Superintendent of Schools through the scholar assignment office.

DRESS CODE 2026-2027

● All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. ● No scholar shall be suspended out of school based solely upon violation of an existing individual school dress code. ● a scholars' dress contributes to our safe & orderly school atmosphere, self-respect, & supports positive "first impressions". scholars are earnestly advised to dress with good taste & in so, they will be contributing to the general pride of the school. School dress/attire/appearance concerns will be addressed by school staff. scholars with questionable dress/attire/appearance will be sent to the office to call home for assistance. Thank you for helping to teach children to dress for success. ● The following is a dress code that we feel will maintain an atmosphere of comfort & learning.

● Scholars must wear skirts & shorts that are no more than three inches above the knee when standing. It is recommended that young ladies wear shorts under their skirts. ● scholars must not wear clothing depicting intoxicating beverages, tobacco products, weapons, or obscenities. Clothing which causes a disruption en-route to or at school is not permitted. ● scholars must wear jeans, pants, shorts, shirts, or slacks that fit at the waistline. – no biker shorts, leggings, jeggings, ripped clothing that exposes too much skin, bagging/sagging attire or too tight attire. ● The hoods from hoodie's, jackets, sweaters & coats may not be worn. ● Blouses/shirts must cover shoulders & midsections (stomach, chest, or ribs) – no spaghetti straps. ● All spray in hair coloring, hair wash/rinse/coloring, or hair styles which could be disruptive to the school environment are prohibited at school. Hair appearance should not be a disruption to the school learning environment. ● Your child's safety is our priority! NO flip-flops, open-toed shoes, heels (higher than one inch) or wheels on shoes are permitted. In an effort to keep scholars safe, all scholars need to wear tennis shoes to PE class. If a scholar is not wearing proper footwear, he/she will be asked to step/walk around the perimeter of

the gym for the duration of class (as an alternative way to stay active). • Closed-toe footwear is appropriate for your child's daily physical activities. Scholars are **not allowed to wear crocs** or shoes with lights, wheels or noise making capabilities. • Attire will be clean, neat, & not revealing. • Headgear will not be worn in the building & must be kept inside the book bag. This includes hats, kerchiefs, scarves, bandanas, etc. • All clothing must be free of offensive language (or pictures) relating to violence, controversial issues/topics, drugs, race, or sex. Clothing should represent respect for self & others & promote a positive attitude in our positive emotional learning environment. • No excessive jewelry. • No personal handbags or purses to be worn during the school day. • In the event of a scholar attending school in violation of the dress code & causing a disruption (deemed by administration), & the parent cannot be reached, the scholar will be given an alternate article of clothing from the school's clothing supply to continue the school day

FULL SPANISH IMMERSION/CLASSICAL SCHOOL

Howard L. Hall is a "Classical" School and Spanish Immersion is offered to our scholars. Classical Schools:

Focus on developing life-long learners
Global Education, Focus on Diversity
Character Education
Employs a variety of instructional methods as integrating, differentiated instruction and hands-on learning
Emphasize positive character development
Adhere to the Code of Conduct
Prescribe a standard code of dress

Possible CLUBS AND TEAMS

Broadcast (News Team) Club	Battle of the Books
Chorus Clubs	Strings (5 th grade only)
Art Club	Running Club
Safety Patrol	Drama Club
Beta Club	McAdoo's Leading Ladies
Chess Club	Flag Patrol
Scratch Club	Rising Kings
Dance Club	Embroidery Club

PARENT TEACHER CONFERENCES

Parent teacher conferences are held at the end of September and at the beginning of February.

LOST AND FOUND

It is imperative that parents label their child's personal items. This includes coats, sweaters, lunchboxes, etc. Any personal belongings found on school grounds should be turned in to the office to be put in the lost and found box. Any scholar missing personal belongings should check for them in the lost and found box. The school cannot be responsible for money, books, clothing, etc. left unattended. Items that have not been claimed after a reasonable amount of time will be turned over to a charitable organization or discarded.

SAFETY DRILLS

A variety of safety drills are conducted throughout the year. The State Law requires fire drills monthly. Tornado drills and school lockdowns will be held periodically. It is essential that everyone obey orders promptly and follow prescribed procedures immediately.

CELEBRATIONS SCHEDULE

1. Birthdays are recognized on the daily morning announcements. **A parent may leave store bought cupcakes or snacks to celebrate your child's birthday at school during lunch time. No candles are permitted during this time. All items must be peanut free.**
2. The reasons to limit birthday celebrations:
 1. To protect instructional time
 2. For the health and safety of our scholars, precautions must be used in regards to what we allow scholars to eat. There are specific requirements by the Health Department regarding the preparation and serving of food to children. (We are regulated and monitored by the Health Department.)
 3. Many scholars are made to feel left out.
 4. Teachers are permitted 2 celebration events per school year. Birthdays of individual scholars are not considered in the 2 celebrations.
 5. Birthday Invitations may be distributed at school but each child in the classroom must receive an invitation.

HOMEWORK

At Howard Hall Classical Elementary School, we support the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the scholar's grade level. We believe that the development of study skills must be an integral part of a scholar's academic foundation for lifelong learning. We believe that there is correlation between homework and scholar achievement and the development of critical thinking.

- A. It is the policy of Howard Hall Classical Elementary School to assign homework as appropriate to all scholars.
- B. All homework for the week will be assigned Monday and due Friday to provide flexibility to parents.
- C. Homework assignments are to be used as reinforcement for the classroom curriculum based upon the ability of the scholar .
- D. Homework will not introduce new or unfamiliar concepts or skills.
- E. Homework will be done outside of class time, not during instructional periods.
- F. Homework may be technology based. (all scholars are issued chromebooks)
- G. Homework shall be completed by the scholar and show effort.
- H. Incomplete classwork assignments will not be sent home as additional homework.
- I. Teachers will:
 - 1. Provide clear, concise directions for completion of homework assignments.
 - 2. Check, evaluate, review, and return homework in a timely manner.
 - 3. Not use homework as a disciplinary measure.
 - 4. Grade homework for completion and not accuracy. scholar s work must reflect effort to be considered complete.

Grade	Amount of time required for Homework weekly Monday through Thursday
Kindergarten/First	20 Minutes
Second	60 Minutes
Third	80 Minutes
Fourth	120 Minutes

Fifth	140 Minutes
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LATE WORK

If a scholar is absent for three or more consecutive days they will be exempt from classwork/homework given on those days. Parents must provide proper documentation to be approved by administration to qualify for this exemption.

All homework and classwork assigned that is turned in late will have a point deduction of 3 points each school day it is late. If a scholar turns in work on day ten, the highest possible score received is 70%. Anything outside of the ten day window will not be accepted and given a score of 0% in the gradebook for individual assignments. Per county policy, the gradebook will not reflect anything lower than a 50% for the overall quarter grade.

3-5 Late Work Penalty	
Each School Day After Deadline	3 point deduction per day
After 10 school days	Not accepted, 0%

PROMOTION

The Cumberland County Board of Education holds high expectations for all scholars and believes staff, scholars, parents, and the community must share accountability for scholar achievement. Local scholar standards and performance guidelines are based on the need for scholars to demonstrate proficiency in reading, writing, mathematics, and a belief in the need to provide early and ongoing assistance to scholars who are not performing at proficient levels. It is imperative that promotion standards be rigorous enough to provide scholars with the skills, knowledge and confidence they need to be successful at the next grade level. Recognizing the state's guidelines for retention, the Board of Education acknowledges the necessity of thoughtful decisions regarding retaining scholars. The complex dimensions of all promotion/retention decisions make clear that each child's placement deserves to be decided on its own merits. **The school principal has the ultimate responsibility for promotion/retention decisions in accordance with General Statute 115C-288(a) and in alignment with local board policy.**

It is our belief at Howard Hall that scholars repeating a grade need a different experience during the second year. Therefore, children who are retained will be assigned to a different teacher the next year unless there is a significant health or academic reason that has been documented. This final decision will be made by the principal. If you have questions or concerns about this policy, please see Mrs. McAdoo.

FINAL REPORT CARDS AND APPEALS

It is important that all final report cards are picked up from the front office if your child did not attend school on the last day. Elementary report cards are not mailed home. There is very pertinent documentation placed in the report card folder to include final retention notification if applicable. Report cards will not be mailed home at the end of the year however, final retention letters will be mailed home only as a courtesy and are not guaranteed to reach you before the end of the appeal deadline. The appeal process only lasts for a very short period of time after the last day of school. Please contact the school or elementary education for the current CCS appeal protocol.

TEACHER REQUESTS

Teacher requests are not accepted unless there is a high need, special circumstance.

MEETING WITH THE PRINCIPAL/ASSISTANT PRINCIPAL

Parent concerns are of the utmost importance to administration. If a parent arrives at school and requests to speak with administration without an appointment, we will do our best to meet with you. If we are conducting teacher observations, preparing to begin an event (awards day, etc.) or have a previously scheduled meeting, you will be asked to leave a message or schedule an appointment and we will get back to you as best we can in a timely manner.

If you have a concern and you send the administration an email, please allow us 24-48 hours to respond. Please understand that some emails are sent to our spam boxes. We will check our spam boxes weekly and scan through for parent emails.

If you have a matter of urgency, please call the school and let the front office know. If administration is available, we will speak with you immediately. If administration is unavailable, leave a message with the front office staff. Ask them to note that the matter is urgent. The office staff will notify administration and we will return your call as best we can in a timely manner.

If you have a matter of urgency (which involves hurt, harm or danger) and you arrive at school to speak with administration, we will do our best to meet with you. You may be asked to wait so that we can tie up our current situation.

If administration is absent or away at a meeting or conference, please give us additional time to respond. Thank you!

Your children are our children. We share them and we care about them tremendously! We are servant leaders and take on working with multiple families each day. Please provide us grace as we give our attention and energy to each family in your time of concern. Our goal is for scholars to be happy, healthy and safe while receiving the best possible education. Thank you for your partnership!

MEDICAL CONCERNS

Parents need to make us aware of a scholar who requires medication on a periodic basis during the school hours, or who has a medical condition, which might require emergency procedures (such as bee stings, diabetes, breathing problems, etc.). If your child has such a medical condition, you should indicate this on the School Health Form. As conditions arise that require your child to take prescription medication during the school day, please contact the school office. Should your child need to take prescription medications, a school medical form must be completed by a physician. **Non-prescription medication should not be brought to school.**

MEDICINE POLICY

Do not send cough drops, aspirin, or any other medicine to school with your child. Parents must obtain a Physician's School Medication Form from the school in order for personnel to administer a prescribed medicine. Administration of medicine is done in the office. A labeled bottle with the scholar's name and dosage is required along with a CCS physician's form and should be left in the school office. A log will be kept of medication administration at school. A parent/guardian must bring the medicine to school and have it logged in appropriately. Students are never allowed to have medication in their bookbag unless there is a permission to carry form documented in the front office. This is for our oldest scholars. We ask for your cooperation and understanding in this procedure. Legal requirements restrict our personnel from administering non-prescription medicine at school. We ask that these medications be given at home.

PHONE USAGE

Scholars must acquire permission from their teacher prior to using the telephone. Parents, friends, and relatives are not to call scholars at school unless there is an emergency. Cell phones are not permitted. Phone calls from deployed parents to recognize a birthday or a special event are always welcome. Working with families to promote the welfare of scholars is a priority of our mission.

BOOKS AND DAMAGE FEES

Books assigned by the teacher or checked out from the media center are to be kept neat and clean. Fees will be assessed for damage or lost books. If books are found, you will receive a reimbursement for the current school year only. Report cards and/or transfer documents are held until fees are cleared.

Wonders Anthologies will be distributed to 1st grade, 2nd grade, 3rd grade, 4th grade, and 5th grade. Each scholar will receive a textbook agreement to be signed and returned. At the end of the year damages will be assessed. Fees assessed If the book is damaged or lost. Please help us to encourage proper care for textbooks and library books.

PRIME TIME

Prime Time is a program at Howard Hall Classical Elementary School that offers supervised before and after school care (6:30-7:15 and 2:20 p.m.-6:00 p.m.). The fees are reasonable and discounts are given to families with two or more children enrolled. Prime Time is sponsored by Cumberland County Schools, but is operated by a separate staff and is not part of our regular day program. For additional information, call the Prime Time Director at 678-2451.

VISITORS/PARENT VISITATION/LUNCH/CLASSROOM

We welcome parents inside the building. Parents may come inside for lunch. You will be asked to sit in the front office or at a special table if you have outside food. (any food that is not provided by the school) You must inform the teacher 24-48 hours in advance in order to prepare the space and the front office for your arrival.

We value our partnership with families and understand that parents and guardians may occasionally wish to observe their child's classroom and learning environment. To protect instructional time and maintain a safe, productive learning environment for all students, classroom observations must follow established school procedures.

Requests to observe a classroom must be submitted to the principal at least 48 hours in advance. All observations must be approved and scheduled by the principal and are limited to a maximum of one hour.

During an observation, parents and guardians are asked to observe only. Visitors may not interact with, assist, question, or engage students in the classroom, as doing so may disrupt instruction and the learning environment. Parents should also refrain from engaging the teacher in conversation during instructional time. Any questions or concerns following the observation should be addressed through a separately scheduled conference.

To protect the privacy and confidentiality of all students, parents and guardians must not photograph, video, or record students or share information or details about other children they may observe while visiting the classroom.

Parents and guardians may not correct, discipline, confront, question, or otherwise address another student while on school property at any time or for any reason. Any concern involving another student should be immediately brought to the attention of a teacher or school administrator so that school personnel can address the matter appropriately.

Failure to follow school visitation expectations, particularly behavior that disrupts the educational environment, compromises student privacy or safety, or involves inappropriate interactions with students, may result in the visitor being asked to leave campus and may result in restrictions on future campus access, including a no trespass notice when appropriate.

We appreciate our families' cooperation in helping us protect instructional time, student confidentiality, and a safe and respectful learning environment for every child.

PTA (PARENT TEACHER ASSOCIATION)

The PTA is here to assist you in all aspects of your children's education and their future. We are very involved in many ways through the wonderful volunteer program set up in the school. Through this program, it enables our volunteers to assist the teachers with many countless jobs such as reading to children, organizing book-fairs, fundraising, hospitality coordinator, grounds beautification, quarterly newsletter to parents, or serving on our School Improvement Team to enhance scholar success.

We welcome each and every volunteer, (with the CCS volunteer clearance) whether you are a parent, grandparent, aunt, uncle, or an extended family member. Our PTA is an important part of the way our school functions. Members are expected to meet regularly and communicate with our School Improvement Team to enhance scholar learning and promote success for all. You may complete the volunteer clearance form by visiting the CCS website.

We look forward to learning about your special talents, interests and hobbies. If you would like to volunteer and/or need more information, please contact your child's teacher during school hours Monday-Friday at 822-5100. We will be glad to help you and answer any of your questions.

Elected positions include: President, Vice President, Secretary, and Treasurer

PTA OFFICERS AND BOARD OF DIRECTORS 2026-2027

Vijay Antharam - President

Jason Zepp - Vice President

Aida Algarin - Treasurer

Vacant - Secretary

Erica Fenner-McAdoo - Principal

Vacant- Fundraising

Vacant - Yearbook

Vacant - Spirit Wear

FOOD SERVICE

Our breakfast and lunch program will begin on the 1st day of school. Scholars are encouraged to take advantage of our school food service program. A hot breakfast and lunch, meeting all nutritional requirements, is served daily. The child nutrition program is a vital part of our total school program and is designed to teach children good nutritional habits. In keeping with good nutritional habits, scholars are requested not to bring canned or bottled soft drinks. All lunches, received at school or brought from home, should be eaten only in the cafeteria. Board Policy 6200, Goals of School Nutrition and Board Policy 6140, scholar Wellness, refer to the standards and protocol for school meal requirements. Nothing in this policy is intended to regulate or limit foods that scholars bring from home as part of a bag lunch. Additionally, if you come to have lunch with your child and bring outside food, you will not be able to eat at the table with other scholars. A designated place will be assigned. Parents will be notified via Class Tag when we begin allowing adults back inside for lunch.

All scholars are able to eat breakfast and lunch free of charge for the 2026-2027 school year.