

Hayden  
Primary School

Parent-Student  
Handbook  
2021 - 2022

# Hayden Primary School

## Mission

Our mission is to provide students with a foundation to become responsible citizens and lifelong learners.

## Vision

We are committed to meet the academic, emotional, physical, and social needs of every child, every day.

## Motto

Every Child, Every Day

Hayden Primary School  
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Hayden, AL 35079  
Phone: (205) 647-2103  
Lunchroom: (205) 647-2126  
[www.haydenhps.net](http://www.haydenhps.net)

Blount County Board of Education  
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Oneonta, AL 35121  
Phone: (205) 775-1950  
[www.blountboe.net](http://www.blountboe.net)

The faculty, staff and administration of Hayden Primary School and all other Blount County Schools are committed to providing a meaningful and lasting school experience for all of our students. We encourage you to join with us in our efforts to make Hayden Primary a wonderful place for children to learn and to grow.

*This handbook was developed using existing Blount County Board of Education Policy as a guide. The policies delineated in this handbook are at all times subordinate to the official Blount County Board of Education Policies.*

## **Attendance**

All students should attend school regularly and be punctual in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Attendance at school is one of the factors considered in determining the promotion of a student from one grade to the next.

**Hayden Primary School follows all attendance rules and procedures of the Blount County Board of Education. These are outlined in detail in the Bount County Parent-Student Handbook and Student Code of Conduct.**

## **Absences**

After an absence, it is the responsibility of the student and the parent to follow these procedures:

1. The student must submit written documentation to his/her teacher. This may be either a note written by a parent or a doctor's excuse.
2. Absences are coded unexcused until the school receives a note.
3. Students have three school days after an absence to turn in an excuse.
4. After three days have passed, the absence will be considered unexcused and may not be changed.

According to the Alabama State Department of Education, excused absences are as follows:

- (a) Student illness
- (b) Death in the immediate family
- (c) Emergency conditions as determined by the principal
- (d) Legal quarantine
- (e) Summons to court
- (f) Prior permission of the principal as requested by parent or legal guardian

- **Only seven (7) days or partial days can be excused by parent/doctor notes each semester as a valid excused absence.**
- Any absence over seven in a semester will be marked unexcused in the attendance register. If a student has significant medical diagnosis, parents can submit a Medical Condition Release Form and a physician's letter to the school documenting the medical condition and the necessity of additional absence days. Letters and release forms must be resubmitted each school year.
- **Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.**
- Students that exceed **seven (7) absences** in a semester or **fourteen (14) total absences** in a school year will lose course credit and/or be retained.

## **Arrival**

- A. Students may not be dropped off before 7:40 AM
- B. Buses will unload at approximately 7:40 AM.
- C. Classes begin at 7:55 AM. Students who arrive after 7:55 AM are tardy and must check in at the office for a pass to class.
- D. Bus students and car riders who will eat breakfast at school should go directly to the lunchroom. Breakfast is served beginning at 7:40 AM.

## **Backpacks**

Children at HPS are asked to use backpacks that are not excessive in size and that do not have wheels.

## **Breakfast and Lunch Programs**

- A. Federal Law requires that each student be provided with an application for free or reduced-price lunches. These forms are distributed to all students at the beginning of the school year.
- B. Breakfast is served from 7:40 until approximately 7:50.
- C. All students will have a Personal Identification Number (PIN) assigned to them by the Child Nutrition Program (CNP).  
Payments to the lunchroom may be for the week, month, or in any increment. Payments should be turned in to the student's homeroom teacher in an envelope with the teacher's name, student's name, and student's PIN labeled on the envelope.  
Please be certain that your child has money in his/her account or brings a lunch to school from home.

## **Buses**

The provision of transportation by a Blount County school bus is a privilege and is conditioned upon proper student behavior. A student exhibiting behaviors that threaten the safety of other passengers may lose transportation privileges. Specific information about routes and drivers may be obtained by calling the Blount County Bus Shop at (205) 850-3001.

## **Cell Phones**

\* See: Technology

## **Character Education**

As mandated by the State Department of Education, Hayden Primary School will devote the beginning of each school day to character education. Students will also have the opportunity to recite "The Pledge of Allegiance" and use sixty seconds for silent prayer, reflection, or meditation (as required by law).

### **Check-in Procedures**

Students who arrive after 7:55 AM must be checked in at the office by a parent or another adult. Unexcused check-ins (tardies) are recorded and are reported to the Blount County Attendance Officer.

### **Check-out Procedures**

If a student should be dismissed early from school (before 2:55), a parent or guardian should come to the office, present photo identification, and sign appropriate documentation. Unexcused check-outs are recorded and reported to the Blount County Attendance Officer.

### **Deliveries to Students**

We do not allow deliveries of flowers, balloons, or gifts to students during the school day.

### **Discipline**

Hayden Primary School students are held to high expectations for appropriate behavior. These expected behaviors and habits will be taught and modeled daily by those afforded the privilege of this responsibility. Students will avoid actions that disrupt learning, hurt themselves or others, or damage property.

### **Donations**

Donations from parents, individuals, and businesses are greatly appreciated. Teachers are required to appropriately document all monetary donations in compliance with school bookkeeping procedures.

### **Dress Code and Decorum**

Hayden Primary School will follow the guidelines outlined in section 5.7 of the *Blount County Parent-Student Handbook and Student Code of Conduct*.

It is recommended that all outerwear be labeled somewhere with the student's name.

### **Emergency Closing of School**

- A. Information regarding a cancellation of school will be provided by an automated phone call to phone numbers provided to the school by parents/guardians.
- B. Parents should have a plan in place for the care of children in the event school closes early for any reason. Students and parents should have a "Home Alone" plan to deal with an unexpected early dismissal of school.

## **Emergency Drills**

Fire, tornado, and lockdown drills are conducted regularly during the school year in compliance with Blount County and Alabama Department of Education requirements and recommendations. Drill routes are posted in each classroom. School bus evacuation drills are also conducted during the school year.

## **Grading Periods**

Hayden Primary School operates on the grading schedule established by the Blount County Board of Education. Report cards will be issued every nine weeks. Progress reports will be sent home at the middle of each grading period for all students.

## **Gum**

We ask that children do not chew gum at school.

## **Head Lice**

Pediculosis checks will be conducted regularly as mandated by the Blount County Board of Education.

## **Medications at School**

- A. Prescription medication will be administered at school when a completed *Medication Prescriber/Parent Authorization* form that specifically addresses the medication to be administered is on file in the school office. *This form must be signed by both the parent/guardian and the physician that prescribed the medication.*
- B. Parents/guardians must personally deliver the medication to the school nurse in the current labeled bottle in which the prescription was originally dispensed. It is preferred that at least a four week supply be turned in at a time.
  1. The medication will be counted in the presence of a parent/guardian and the count initialed by both the nurse and the parent/guardian.
  2. We ask that you give the morning dose at home, if possible.
  3. Medications will only be dispensed at school at the time prescribed.
- C. The County School Nurse recommends that any medications prescribed for "three times a day" be taken at home. The middle dosage can be given at home as soon as the child arrives home from school.
- D. With proper documentation signed by a physician and the parent, students will be allowed to possess and self-administer asthma inhalers. See the nurse for more information.
- E. Non-prescription medications will not be administered at school if a nurse is not available.

In the absence of complete documentation, medications will not be administered. This documentation must be updated each school year.

### **Messages for Students**

Messages from parents/guardians will only be delivered to students in emergency situations.

Students and/or teachers (for students) may only distribute personal invitations or cards to classmates if every child in the class will be a recipient.

### **Parties**

Each class may have a Christmas party and may have special snacks for other holidays and special events. All grades may have an Easter egg hunt and may plan end-of-school events with approval of an administrator.

All food items shared by parent(s)/guardian(s) for a party or special snack must be prepackaged food items or items purchased/prepared in a bakery, grocery store, restaurant, etc. No "homemade" foods will be served to HPS students (as a matter of student safety).

Carbonated beverages may be offered to students by a teacher at parties and occasionally for special snacks. These are the only times that students should have these at school.

### **Physical Education**

All students are required to participate in Physical Education unless documentation from a physician has been provided stating that a student should be exempt.

### **Snacks**

Students will have a 10-15 minute snack break daily. They may bring a snack from home or purchase a snack at school from vending machines.

### **Technology**

The Blount County Technology Responsible Use Policy (RUP)  
Blount County Schools relies on its computer network to enhance education outcomes. To ensure that BCS' computer resources are used properly by its employees, students, independent contractors, agents, vendors, and other computer users, the Blount County Board of Education has drafted and approved the Responsible Use Policy, included in the Blount County Handbook.

## **Textbooks**

Textbooks are the property of the school system and are provided at no cost. Students will be assessed a fee if books are lost or damaged beyond normal use. Students with unpaid fees for lost or damaged books will not be issued new books.

## **Traffic**

Parent drop-off of students – 7:45 – 8:00

Busses unload – 7:45

Classes/Instruction begins – 8:00

Afternoon student pick-up – 2:50

Busses leave school – 3:05 (approximately)

### *Drop-Off:*

Students may not be dropped off before 7:45.

Morning Drop Off @ 7:45: All students K-2<sup>nd</sup> will be dropped off and picked up in the back of the building and on the west end of the building.

All vehicles should enter our campus from the road that runs through the West Blount Park drive and beside Hayden Elementary School. From Hwy 160, turn onto Bent Tree Drive by the west end of our playground and Vera Vaughn Park and proceed through the West Blount Park drive. Stay in the right lane and turn right onto the road that runs behind our school. Please do not use the drive in front of the school during morning drop-off. This zone will be for unloading school busses.

Please form two lanes as you reach the back of our school and proceed all the way around to the west end of our building (if you are one of the first cars to arrive) or up to the next car in line.

### **Please refrain from cell phone use of any kind during Student Drop-Off.**

Place your car in park or engage your emergency brake to prevent your vehicle from moving. There will be a marked walking area or a sidewalk next to the building where students will proceed after they exit vehicles on the left side. There can be no parking next to the building in the back of the school before 8:00. Your car must pass the courtyard gate before you unload your child.

All students K-2 should exit vehicles when the traffic monitors hold up stop signs. Children should never get out of vehicles if the monitors are not in place. Students will walk in the walk areas to the closest school door and

enter the building. Monitors will be in place inside the school to guide children to their classrooms as needed.

When all cars are unloaded and all students are safely in the walk areas, the traffic monitors will signal vehicles to move. Please do not take your car out of park until the traffic monitors lower the stop signs and signal that it is safe to move. The speed limit on a school campus is 5 mph.

The drop-off area will be filled again as vehicles pull into the unloading zone, and the process described above will be repeated.

During the first weeks of school, this process will take longer than it will take once everyone is accustomed to the routine. Please be patient with us and help us by not doing anything that could jeopardize the safety of a child.

If you arrive at HPS after drop-off time with monitors has ended, you must enter the school with your child through the front door and sign him/her in to school that day.

*Pick-Up:*

Afternoon Parent Pick-Up will begin at 2:55. (We will begin at 2:45 the first two weeks of school.)

**Please refrain from cell phone use of any kind during Student Pick-Up.**

In the afternoons, please follow the same procedures for lining up in the back of the building as in the mornings. All classes will line up in designated locations in the walk area. K and 1<sup>st</sup> will be on the west end of the building, and 2<sup>nd</sup> will be in the back of the building. Teachers will hold signs at the beginning of the school year until you learn where your child's class will be located. You may choose to hold a sign (a paper plate works) with your child's first and last name to show as you pull toward the pick-up area to help teachers and your child notice you.

Your vehicle must be in front of or under the gym crosswalk awning in order to exit your car and pick up your child. The designated afternoon pick-up area is different from the morning drop-off area, so please make note. Parents are instructed not to exit their vehicles if they are located past the gym crosswalk awning.

When the bell rings and classes are in place, please walk to your child's area. Identify yourself to the teacher, take your child's hand, and walk immediately back to your car. Please refrain from using this time to speak at length with teachers or friends. Our desire is for pick-up to be efficient for everyone. When all children and drivers are in their vehicles, the signal will be given by the traffic monitors to take your car out of park and

proceed through the traffic line. This process will be repeated until pick-up is complete.

Please do not park along the access road in front of the football field parking lot or in the parking lot in order to pick up your child. All parents must pick up their children by entering the car line from Bent Tree Drive.

If your child is to be picked up in the car line and is not picked up on time during the routine pick-up process, you will need to sign your child out from the school office.

During the first weeks of school, this process will take longer than usual. Please be patient with us and remember that your child's safety is our priority.

### **Video Surveillance**

The Hayden Primary School campus is under video surveillance 24 hours a day, seven days a week.

### **Visitors**

In order to ensure a minimal interruption of instructional time and the maximum security of students, **all visitors** are required to enter the school building through the front door and obtain a pass from the office before visiting ANY area of the HPS campus. Visitors should always be prepared and willing to present a valid photo identification.

Understanding that lunchtime is an important part of a child's social time with peers, visitors wishing to have lunch with a student may do so no more than once per week. The lunch guest should sit with the child to whom he/she is visiting at the "guest table" in the lunchroom (apart from the class table).

### **Volunteers**

Volunteers provide many services at Hayden Primary School. We welcome your partnership and appreciate your help. All volunteer services should be scheduled and planned with a school faculty or staff member prior to your school visit.

**HPS Administrators may deny a volunteer or visitor access per Blount County Board of Education Policy.**