



## Honey Parent/Student Handbook 2018-2019

Honey Elementary  
3615 86<sup>th</sup> Street  
Lubbock, TX 79423  
(806) 219-5900

<http://honey.lubbockisd.org/>

Follow us on Twitter @honeyelementary  
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Principal: Phillip Neeb - 219-5900  
Counselor: - 219-5919  
Secretary: Carrie Friar - 219-5900  
Librarian: - 219-5926  
Durham Transportation: 766-1616

Asst. Principal: Barbara Elliott- 219-5900  
Nurse: Jill Heise - 219-5914  
Attendance: Mary Brooks - 219-5905  
Cafeteria: Matt Carrizalez -219-5944  
YWCAre - 792-2723 ext. 3217

The mission statement of Honey Elementary is:  
"Honey students will succeed personally and academically through the safe, focused and enthusiastic teamwork of parents, staff and students."

In order to create an atmosphere that is conducive to this mission, the following policies have been established at Honey:

## Adopters

Honey has several partners in education who provide support to our students. Please support these businesses every time you have the opportunity. They are:

United Market Street (98<sup>th</sup> Street & Quaker)  
Raintree Christian Church  
Dr. Nadene and Roger Tipton

Wentz Orthodontics  
First Bank and Trust

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## Arriving and Leaving School

We will be safe arriving and leaving school each day. The following procedures are in place to promote safety:

- Do not drop off students before 7:15 a.m. because there is NO supervision before that time.
  - All parents and students arriving before 7:40 a.m. must enter through the front door and go directly to the cafeteria. Please do not congregate in the foyer.
  - When dropping off your child in front of the building, please be considerate of those in cars behind you. If your child is not ready to exit the vehicle, or if you stay and watch him/her walk all the way into the building, it creates delays and traffic backups for everyone. Please pull as far forward as possible in the school driveway when you drop your child off.
  - Do not drive into the teacher parking lot to drop off students. There is only one exit and it creates a safety issue with students walking between parked cars. You are welcome to park along 86<sup>th</sup> Street and walk your child into the building.
  - Students are only allowed to cross at crosswalks and must obey the Safety Patrols.
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## Attendance/Absences

It is essential to attend school regularly and be on time to every class. The following procedures are in place regarding attendance:

- The official school start time is 7:45 a.m. Students are dismissed from the cafeteria at 7:40 a.m. (this allows students to prepare for the day, pick up

breakfast tray if they choose, and to be in their seat ready to begin class when the bell rings at 7:45 a.m.)

- **Students will be counted tardy if they are not in their classroom at 7:45 a.m. each day.** If students arrive after this time, they must report to the office for a tardy slip before going to class. **Excessive tardies and absences will be reported to the LISD Attendance Officer.**
  - Parents need to notify the office when a child will be absent by calling 219-5905. This phone call will be an acceptable verification of an absence. Otherwise, a note will need to be provided when the child returns to school.
  - If a student misses more than 10% of class time at any time during the school year, parents may be required to meet with the District Attendance Officer. Parents will then need to submit a doctor's statement for any further absences. The state requires that students be in attendance at least 90% of the days of instruction in order to receive credit for the year. If a student is absent more than 10% of instructional days, a campus attendance committee will meet to determine if the student will be promoted.
  - It is the student's responsibility to check with teachers to arrange for make-up work for the time absent. Parents may also request make-up work.
  - **Parents may request up to three parent request days per year for absences such as family trips, religious holy days, etc. To be considered excused absences, the parent request forms must be submitted to attendance clerk at least 2 weeks prior to absence. Forms are available in the office.**
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## Breakfast in the Classroom

Honey Elementary participates in the federally funded "Breakfast in the Classroom" program. Students are provided breakfast every day from 7:40 – 7:50. Students pick up their tray from a designated cart and eat in their homeroom. **To encourage arriving at school on time, breakfast will stop being served at 7:45.** This program is available to all students, and participation is optional.

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## Bus Transportation Services

Drivers are carefully trained and expect students to follow the same code of conduct on the bus as in the school. If a student's actions threaten the safety of others on the bus, the student will receive a bus write-up. The principal will notify parents, and recurring problems may result in bus privileges being suspended for a designated period of time. Any student who does not normally ride the bus must provide a written permission slip from his/her parent to be allowed to ride the bus home with a friend. Durham Transportation can be contacted at 766-1616.

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## Cell Phones

Students are allowed to have cell phones at school under the following conditions:

- cell phones must be turned off during the school day
- cell phones must be inside of a backpack or locker
- students must have the teacher's permission to use their phone

If a student's cell phone rings during the school day the teacher will take up the cell phone and keep it until the end of day. If this happens more than once during the year, the cell phone will be taken to office and arrangements with principal will have to be made for a parent to pick up the cell phone.

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## Citizenship

To ensure an environment conducive to learning, students must exhibit good citizenship at all times. Students are expected to make responsible choices both at school and at off-campus functions where they are representing Honey Elementary. Honey has built a citizenship foundation based on Positive Behavior Intervention Support (PBIS). Students who misbehave in a way that endangers themselves or others, or who keep others from learning will work with teachers and/or administration to develop strategies to encourage appropriate behavior. These strategies could include consequences for behavior that include time outs, lunch/after school detention, In-School Suspension and/or suspension from school for a designated time. This plan follows the policies of the Lubbock ISD Discipline Management Plan.

Students will begin with an H (Highly Satisfactory) in citizenship and will only earn a grade of an S (Satisfactory) or an I (Improvement Needed) through behaviors documented in the Citizenship Folder. Students will bring home their citizenship folder each week to show parents/guardian how well they have controlled their behavior. **Students who receive 2 or more I's on report cards for citizenship may have certain privileges taken away (example: end of year activities such as Honey Field Day, 5<sup>th</sup> grade Joyland trip, etc.).**

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## Classroom Parties/ Birthday Celebrations

We have three parties per year (Christmas, Valentine and End of Year). School parties will be 45 minutes in length and held during the last hour of the instructional day. **Student birthday celebrations will be held between 3:15 and 3:20. Please let the teacher know in advance if you plan to bring birthday treats to the classroom (in order that they may let you be aware of any allergies in the classroom). Remember this is a small celebration. Cupcakes and cookies are suggested.** Please avoid cakes that must be cut and drinks that must be poured. In order to prevent hurt feelings and potential problems,

students are not allowed to distribute invitations for private parties at school unless the entire class is invited.

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## Departing School

Students and parents need to discuss arrangements for getting home prior to coming to school that day. If there is a change in your routine, please talk with your child the night before about the change. To minimize classroom disruptions, messages can be left in the office on an EMERGENCY basis only.

In order to create a safe environment for school dismissal, each grade will have a designated departure door. Each teacher will lead his/her class out that door every day. The following are designated departure areas:

- Pre K and Kindergarten will exit through the north doors. Please pick up these students in front of the building (86<sup>th</sup> Street).
- 1st grade, 2<sup>nd</sup> grade, and 4th grade students will exit through the east doors. Please pick up these students on Knoxville Avenue.
- 3<sup>rd</sup> and 5<sup>th</sup> grade students will exit through the south doors. Please pick up these students on Memphis Avenue.

Students not picked up by 3:35 p.m. will be escorted to the front of the school and monitored by a teaching assistant. Parents need to have their children picked up no later than 3:50 p.m. Staff members use this after school time to plan for/prepare instructional activities.

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## Dress Code

The Lubbock ISD School Board has adopted a dress code for elementary students that can be found in the Student Code of Conduct booklet. If a student chooses to ignore the dress code, he/she will be sent to the office and given an opportunity to correct the problem and remain in class. If unable to correct the problem, parents will be contacted and/or the student will be sent to ISS until the problem is corrected. **Any questionable violations of the dress code are subject to the discretion of the principal.**

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## Early Leave from School

If a student must leave school before 3:25 p.m., the person picking up the student must be listed on the student's enrollment form as authorized to sign the student out of school. To ensure the safety of our students, this person picking them up will be asked to show

proper identification. Additionally, students will not be pulled from classroom instruction to come and wait in the office for someone to pick them up.

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## Fundraisers

At Honey we usually have two major fundraisers per year: one sponsored by the PTA (fall) and one sponsored by the student council or principal's fund (spring). Students are never to go door-to-door selling things, and participation in these fundraisers is always voluntary. Money that is raised through these fundraisers will be used for the benefit of the students and teachers of Honey Elementary.

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## Grade Reports

Students who are in 1<sup>st</sup> through 5<sup>th</sup> grade will receive a formal report card each six weeks. In addition to the report card, parents/guardians will receive a progress report after the third week of every grading period. Kindergarten uses a progress reporting system that will be discussed at Parent Information conferences.

Honey uses the following conversion table for student grades:

Outstanding Achievement	90-100	A
Good Achievement	80-89	B
Average Achievement	70-79	C
Unsatisfactory Achievement	0-69	F

Grades will be derived from averaging daily work, homework, projects and test scores.

Parents of students in grades 1 – 12 may access their child's grades at anytime via the on-line gradebook program. **All parents have set up an account (part of on-line registration system). If you have any questions or need assistance with the on-line gradebook, please contact our office (219-5900).**

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## Homework

1<sup>st</sup> – 3<sup>rd</sup> graders should plan on spending up to 30 minutes on homework daily.  
4<sup>th</sup> – 5<sup>th</sup> graders should plan on spending up to 60 minutes on homework daily.

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## Illness

Children who are not feeling well may be sent to the nurse's office by a staff member. If they have a temperature of 100 degrees or more, parents will be called to pick up the student. If a student suffers any kind of head injury, parents will be notified immediately to decide if the child should remain in school or see a doctor.

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## Immunizations

Texas law requires current immunizations for all students enrolled in public schools. The school nurse works to ensure that all students are up to date on immunizations. If you have any questions about your child's immunization status, please call the school nurse at 219-5914.

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## Lost and Found

**Students need to have their name on all personal supplies and clothing such as sweaters or jackets.** Lost coats, lunch boxes, backpacks, etc. will be placed in a designated place in the teacher's workroom. If a student loses something, he/she need to check there. If students find a personal article that does not belong to them, it will need to be turned into the office. At the end of each semester, all unclaimed property will be donated to charity.

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## Lunchroom/Menus

The cafeteria at Honey has a tradition of being a clean and friendly place. Students may bring their lunch from home or purchase a meal in the cafeteria. Students will receive a calendar containing daily menus. Menus can also be found on the [LISD website](#) or on LISD TV channel 12. We strongly encourage that a cafeteria account is set up and that lunch be paid for in advance through [mySchoolbucks](#). Meal costs are:

- Regular lunch - \$1.90
- Reduced lunch - \$.40
- Visitor lunch - \$3.60
- Holiday lunch - \$3.75

Parents are invited to come and eat with their children throughout the school year ([regular lunch schedule](#)) ([holiday lunch schedule](#)). **All visitors in the cafeteria are required to sign in through the office and wear a visitor pass.** Also, due to state regulations, any food brought in from outside the school must be given to a child by his/her own parents. It is against regulation to share with your child's classmates.

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## Make-Up Work

Students may make up assignments and tests when they are absent. For every absent, students will have the equivalent amount of time to make up the missing work. It is the responsibility of the student to ask teachers how and when assignments can be made up. Parents may also request make-up work.

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## Medications

The school cannot (and will not) administer medication without written parental permission. If students bring any medication, prescription or non-prescription, it must be in the original container and have a formal, signed permission slip in order for the nurse to administer it. All medication will be kept in the clinic. Students are responsible for going to the clinic to take medications. Do not send any medications (cough drops, for example) with your child to self-medicate. Please arrange a conference with the nurse to discuss any medical issues that our staff needs to be aware of concerning your child.

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## Monday Folder and Citizenship Report

Students will bring home a Monday Folder and Citizenship Folder every Monday afternoon (or Tuesday if there is no school on a Monday). This folder will have all home/school communications in it and any classroom news/work to share with parents. Parents should meet with children on Monday nights to go over papers and the Honey news communications. Students will return both folders signed the next day.

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## Other Electronic Devices

The primary focus at Honey is to create a positive and productive learning environment. Electronic devices (other than cell phones) are not permitted at Honey unless specifically allowed by the homeroom teacher. If students bring these items to school, they will be taken up by the teacher until the end of the day. If a student repeatedly ignores these rules, the items will be stored in office until end of year or until parents come and pick up these items. Any item left after the school year ends will be donated to Goodwill.

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## PTA

The PTA and parent volunteer programs are vital to our school's success. There are five PTA meetings held throughout the year. We encourage parents to support our Honey Bears by joining PTA. Forms are available in the office. Reminders about PTA meetings and flyers regarding parent volunteer activities will be in Monday Folders when appropriate. Parents who are interested in volunteering may stop by the office. PTA meetings will be held on Thursday nights at 6:00 p.m. in the cafeteria. PTA meeting dates are as follows:

8/13 - Open House (5:30 - 6:30 p.m.)

10/19 - Fall Festival (6:00 - 8:00 p.m.)

10/25 - 2nd & 3rd grade

12/13 - 4th & 5th grade Honor Choir

2/21 - PE (Jump Rope Team)

5/2 - Kindergarten & 1st grade

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## Parent Conferences

Teachers at Honey Elementary appreciate parental interest and involvement. When it is necessary to meet with a teacher, please arrange times with the teacher before school, after school, or during teacher conference periods. Parents may leave a [voicemail](#) for any staff member. Teachers will not have time to talk with parents when class is in session because it takes away from classroom instructional time. **Please note that any classroom concerns that are brought to the attention of the principal, assistant principal, or counselor will be addressed with the question: "Have you spoken with the classroom teacher about this?"**

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## Progress Reports

Students will receive a progress report mid-way through each six-weeks grading period. Students must get the progress report signed by a parent/guardian and return it the next day. Parents may request a parent/teacher conference about their child's progress if they desire.

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## Recess

All grade levels will have a 15 minute daily recess. Our goal is for students to be active and be safe. We must be proactive and intentional to be successful! Please follow these guidelines to keep everyone safe during recess.

### Honey Playground Guidelines:

- Students may not play on equipment without adult supervision.
- Use equipment safely and properly.
- No pushing or shoving.
- Only go down the slides on bottoms or backs. No head first!
- Slide one at a time.
- Do not walk or stand up on the slide.
- No running on elevated areas.
- Take turns and look out for others.
- No food or drinks on the playground.
- No climbing on the roof portion of equipment.
- Immediately line up when the whistle blows.
- Do not hang upside down or flip.
- Do not shake climbing ropes while someone is climbing.
- Report problems to your teacher or an adult immediately.
- Do not play in the dirt or ground covering.
- Do not run underneath swings.
- Do not jump from a high swing.
- No horseplay.

Lubbock ISD Recess Guidelines are as follows:

### Elementary Guidelines for Recess



**Lubbock ISD elementary schools will develop schedules that provide at least 15 minutes of supervised recess time each day in grades Kindergarten through five. Recess will not replace physical education (PE). Recess will be unstructured playtime where children have choices, develop rules for play, and release energy and stress.**

**Recess will not be viewed as a reward, but a necessary educational support component for all children. Recess time will not be taken away for punitive measure unless the student has become a danger to themselves or others. In addition, recess will not be used as a behavior management tool, for tutoring or RTI, or other competing activities. Lubbock ISD will provide the facilities, equipment, and supervision necessary to ensure the recess experience is beneficial, safe, and fun for all students.**

When possible, recess will be held outside. In the case of inclement weather or unsafe factors, each school will develop an alternative plan for recess. To protect the health and safety of Lubbock ISD students, guidelines for cold weather have been created and are listed below:

#### Guidelines for Cold Weather

- Students should not play outside when the wind chill is below 32 degrees.
- On days when the temperature is unseasonably cold, outside time should be restricted to no more than 15 minutes.
- Students who are inappropriately dressed for the cold weather should remain indoors under adult supervision.
- If a student's medical condition requires further consideration due to weather conditions, student should remain indoors or be monitored closely while outside.

*Take care of our playground. It belongs to Honey.  
Please enforce these rules and monitor students closely to keep everyone safe!*

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## Social Media

Honey Elementary manages social media sites (Facebook and Twitter) for the purpose of sharing positive school events, recognizing student achievements, informing parents of timely informational items, and spotlighting effective instruction at our school. In keeping with the intent of these accounts, we ask everyone in our “social community” to adhere to the following norms:

- ✓ **Be Positive** – School social media is not the place to air grievances.
- ✓ **Be Respectful** – Please do not comment on posts in a manner that you would not consider in a face to face conversation.
- ✓ **Be Knowledgeable** – If you are uncertain of facts or need clarification on any issue, please contact a teacher or administrator.
- ✓ **Be Nice** – Whatever you do on the internet is a reflection of you. Be positive and encouraging.

We ask that all adults model good digital citizenship on our social media sites. **Negative or defamatory comments will be removed from our page promptly.** The sole intention of our social media sites is to create a positive, supportive platform to “share our story”. We would like to thank you in advance for modeling excellent digital citizenship!

Follow us on Twitter (@honeyelementary)

## Student of the Month

Students have the opportunity to demonstrate and use the life skills they have learned through Honey Habits and Character Counts. Students chosen by the teacher to be the Honey Bear of the Month will receive a special certificate (displayed in the cafeteria for 6 weeks) and will be recognized on morning announcements.

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## Telephone

Teachers will notify parents in advance if students need to stay after school for an activity. The nurse or a staff member will contact parents if a student is ill. Students are not allowed to use the telephone to make after-school arrangements. These types of personal arrangements (going home with a friend, etc.) should be made before students come to school. To avoid calling parents unnecessarily at work or home and to encourage student responsibility, students will not be allowed to call and remind parents of events that have been publicized through Monday Folders and/or announced during morning announcements. Teachers will give students a phone pass when it is necessary for students to use the phone in the office.

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## Visitors

Visitors are always welcome at Honey Elementary. The faculty and staff feel that a close working relationship among teachers, parents, and community is of great value to our school. In an effort to provide a safe environment for our school, the only door open during the school day is our main, front door. **All visitors are required to stop by the office, scan their driver's license, sign in, and pick up a visitor's identification tag to wear in the building.** Persons checking a student out early (doctor appointment, etc.) must go through the office.

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## YWCare

Honey Elementary has an after school daycare program, YWCare. This program is contracted out and run by the YWCA. YWCare operates in the Honey Gym from 3:25 – 6:00 p.m. daily. Interested parents may call 792-2723 for more information.