

Honey Creek Community School



Student/Parent Handbook

2009-10

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Dear Community:

Welcome to Honey Creek Community School, Washtenaw County's first charter school. This handbook provides you with information about our school, its background, and what we are striving to be, as well as procedures, policies, and yearly events. Honey Creek Community School is student focused and we strive to provide our students with lasting skills to resolve conflicts in fair and productive ways. However, in some instances it is necessary to rely on the behavior and discipline policies outlined in this handbook. Please take the time to review these policies with your child, as enrollment in Honey Creek Community School constitutes your agreement to abide by these policies.

If you need further information about any of the topics in this handbook, please feel free to consult the Honey Creek Community School Board Policy available on our webpage or in the school office. You may also contact the office staff, your child's teacher, or me.

Your support in maintaining a safe and productive learning community is truly valued.
Al Waters, Executive Director

History

Honey Creek was started by parents who were interested in finding quality alternative education for their children. In 1995, a charter was granted through Washtenaw Intermediate School District, and Honey Creek opened its doors for its first school year.

Philosophy

Honey Creek Community School's overarching philosophy rests on the assumption that people learn and grow best when the various aspects of their education and experience are integrated and interactive. To that end, Honey Creek Community School bases learning on an integrated curriculum and on combining thinking with doing. In addition, Honey Creek Community School fosters connections among the home, the school, the community, and among children and adults of different ages and backgrounds. The curriculum emphasizes the integration of thought and experience, and the integration of subject areas, by centering learning on themes and projects with meaning and purpose in the students' lives. A model of apprenticeship best characterizes the nature of the learning experience, in which adults with various kinds of expertise, including teachers, parents, and other community members, share in the teaching of the children, and the children's lives inside the school and outside the school are connected by those relationships and by visits to community sites which are important to the projects and themes the students are doing and studying. Within the school, those projects and themes are explored through learning centers, workstations, and through the Academic Service- Learning program, which allow teachers to guide students as they learn through hands-on activities, both individually and in groups. The after-school and summer camp programs, which are on site, integrate the students' day geographically, emotionally, and intellectually, by offering the opportunity to supplement the projects and themes about which students are learning during the school day, and by ensuring communication between teachers and after-school teachers, so that children receive integrated care and guidance throughout their day.

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Academic Service-Learning

Academic Service-Learning is a method by which students improve academic learning and develop personal skills through structured service projects that meet community needs and are directly connected to State curriculum standards. Academic Service-learning builds upon students' service activities by providing them with opportunities to learn by preparing, leading, and reflecting upon their experiences.

The Honey Creek Community School Board of Trustees endorses Academic Service-Learning as an integral part of the curriculum of the school and as a tool to achieve School Improvement goals. The Board encourages all teachers to provide at least one Academic Service-Learning experience for each student each year.

After School Programs

Honey Creek offers after school childcare and enrichment programs to those families who need care for after school and no-school days, or are interested in participating in a variety of activities. Students are given the opportunity to play outside (or in the gym in case of inclement weather), participate in learning activities, cooking, and dramatic play; make crafts; do homework; and spend time with friends. Special visits by community organizations are arranged, and some field trips may be taken. Individual music lessons are available through the After School Program at an additional cost. A Summer Camp program is available for a daily, or full summer fee. Please contact the office for an After School Program application and information on fees.

All after school clubs and activities fall under Honey Creek After School Programs. Due to insurance and licensing requirements, ALL students who wish to participate in any after school club, sport, care, or activity (except children participating ONLY in Camp Fire, USA and Girl Scouts) must be enrolled in the Honey Creek After School Programs. With \$10/child enrollment fee, you will receive:

Access to all after school activities, sports, care, and clubs sponsored by Honey Creek. Quality, affordable childcare licensed by the Family Independence Agency. Drop-in options for unexpected childcare needs (dependent on space availability). Extended day childcare on half and no-school days.

An After School Club option is available for Middle School students who are interested in spending some time after school studying, working on independent projects, or just hanging out with friends in a safe atmosphere.

The fall schedule for all special After School Programs will be available on the first day of school and registration will begin that day as well. Registration for these special After School Programs will continue as long as space is available. Please know that there may be an extra cost depending on the activity or club. First come, first served.

a. Child Placement Contract

Parents/Guardians are responsible for reading the attached contract and signing the Enrollment Form to acknowledge receipt of said contract.

b. Swimming

When the entire after school program swims, a student MUST swim, unless he/she has a note from his/her doctor. All after school staff members must be in the water in order to meet the required adult/child ratios of our child care license. When staff is supervising students in the water, they are unable to supervise students out of the water. Any students who do not swim and sit on the side of the pool are thus considered "unsupervised" according to the guidelines set up by the Family Independence Agency. This violation not only jeopardizes the safety of our students, but our childcare license and the existence of after school programs at Honey Creek Community School as well. We ask you to please keep a clean swim suit in your locker at all times so that you are always prepared. Thank you for your cooperation in this matter.

c. Required Forms

The following forms need to be on file for each child before the child's first day in the After School Programs:

A signed statement that the child is in good health. Any activity restrictions must be noted.

Child information cards (2)

Immunization form - A list of up-to-date immunizations must be on file before a child may be in the After School Programs.

Permission slip

Signed Child Placement Contract

d. Tuition Payments

Payment is expected by the first of the month unless prior written arrangements have been made with the director for unexpected one-time occurrences. Tuition is billed based on the number of scheduled days/month.

e. Late Payment/Returned Checks

There is a \$30 fee for checks returned for any reason or for payments made after the 5th.

f. Outstanding Balances

Customers with outstanding balances will not be able to re-enroll or attend after school programs until all outstanding debts are paid in full.

g. Late Pickup Fee

There is a \$15 fee charged for children picked up after their scheduled end of enrollment (6:00 p.m.) plus an additional \$15 for every fraction of a quarter hour thereafter.

h. Schedule Changes

Changes must be made in writing and given to the School Age Supervisor. Days may be added at any time, providing space is available. To permanently reduce scheduled days from your weekly schedule, notify, Sue Huczek, the School Age Supervisor, in writing thirty days prior to date of change. You are responsible for all previously contracted time up until that date. However,

you may make changes to your new fall schedule up until September 5th, 2008.

i. Absences

You will be expected to pay for all the days your child is enrolled even if your child is absent due to illness, extra vacation days, or for any other reason.

j. Unexpected Closings

HCCS will not refund/credit tuition for any prescheduled days that are canceled due to unexpected acts of nature or facility issues.

k. Days Not Charged For/No Care Provided

Labor Day, Camp Tamarack for Middle School, Thanksgiving and day after, Winter Break, MLK Jr. Day, Midwinter Break, Spring Break, Camp Tamarack for 5th Grade, Memorial Day and eighth grade trip.

l. Withdrawal

As the original enrollment contract states, the After School Program begins on the second day of school and ends the day before the last day of school. A parent/guardian may withdraw his or her child from the After School Program and be exempt from the remainder of the payments for the year, providing the After School Program is given thirty days written notice.

m. Emergency Procedures

In case of injury to a child, the After School Program staff will contact the child's parent/guardian. If the parent/guardian cannot be reached, then the child's physician will be contacted. In the event that neither of these contacts are possible or in the case of serious emergency, the child will be taken to the University of Michigan Hospital if no parental preference is indicated on the emergency card.

Assessment

I. Continuing Progress Charts

Honey Creek records student progress on Continuing Progress Charts. Throughout their education at Honey Creek, teachers update the charts with the student's latest accomplishments as measured by Michigan Grade Level Content Equivalencies. Parents are welcome to make an appointment at any time during the year to view their child's records, and to discuss his/her progress with his/her teachers.

II. Michigan Educational Assessment Program

In accordance with the Michigan Department of Education, Honey Creek participates in the MEAP test. This test is administered in October to children in third, fourth, fifth, sixth, seventh, and eighth grade learning levels, and includes language arts, science, mathematics, and social studies.

School Curriculum Celebration

Students and staff host School Community Curriculum Celebrations, to which parents, friends, and relatives are invited. At the celebrations, students exhibit class and individual projects, and demonstrate the work that they and their teachers think is the best they have done or is very important to them. This offers everyone the opportunity to experience the integration of our curriculum and participate in the assessment of our school. The celebrations are always a wonderful time. Students are excited about the opportunity to show their parents and friends what they are learning and doing at Honey Creek.

Winter and Spring Performances

Twice during the school year, Honey Creek music classes and the students who are taking music lessons at Honey Creek or in the After Care Program, put on a recital. Students are given the opportunity to showcase their musical talent for proud parents, family, teachers, and friends.

Student/Parent/Teacher Conferences

Twice during the school year Honey Creek hosts Student/Parent/Teacher student lead conferences. This is a great opportunity to meet with teachers to discuss your child's academic and emotional progress and needs, and to set semester goals. You may also make appointments at other times during the year to meet with your child's teacher. We request that you call ahead to schedule a time, as teachers' schedules are busy and do not allow the flexibility to meet with you on the spur of the moment. HCCS strongly values the faculty/parent partnership.

Attendance/Tardiness

a. Attendance

Student attendance has been demonstrated to be a key element in scholastic success. Students at Honey Creek are expected to attend school every day that class is in session. Attendance is required by state law. Section 1561 of the Michigan General School law reads "every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

If your child will be absent due to illness, or will arrive late, please call the office to let us know. Absences of more than three days in duration will immediately be reported to the Executive Director, who shall determine if additional instruction is needed during the child's convalescence. Vacations may be considered excused absences if prior approval is requested from the Executive Director. Vacations may not be scheduled during school count days or school curriculum celebration days. Absences not arranged in advance with the Executive Director are unexcused. After three unexcused absences, the teachers and director are required to have a joint meeting to develop a solution to the unexcused absence problem. Taking off extra days around

holidays is a problem. State funding is jeopardized on days when attendance is low.

Students may participate in after school events sponsored by HCCS organizations, if they are in attendance for the majority of the school day prior to the event.

b. Tardiness

Together we all value the importance of your child's education. Parents are needed to ensure that their child arrives to school on time each day. School starts promptly at 8:00 AM each day. When a student is tardy, it is disruptive for them, their classmates and the entire learning environment. Similarly, when students are tardy, they may miss valuable discussions to prepare for the day and/or arrive once a learning activity has already begun. We cannot stress enough how important this is to our community of learners. Because attendance is so important to school success, parents of students with a pattern of being late will be asked to work with the school to develop an intervention plan. We appreciate your cooperation in advance!

Band

I. Band Guidelines

Band is not a "required" class – You join band because:

- You want to be a part of what has become a wonderful tradition at Honey Creek.
- You want to learn to play an instrument.
- You want to work together as a group with fellow students to create something of value.

Band is an excellent tool for learning to work with others to achieve a common goal, while at the same time improving your own skills.

To be a successful band member, you must be willing to:

- Practice at least one hour per week.
- Have a cooperative attitude. Negativity and disruptive attitudes DO NOT help us achieve our goals.
- Be present at performances. Band members are REQUIRED to be in attendance for the following performances:

Winter Performance, Thursday Dec 18, 3:30
Spring Performance, Wednesday May 20, 3:30
(These dates may change!!)
Graduation Ceremony (Band II only), Thursday June 4, 5:00.

In addition, the Michigan School Band & Orchestra Assn. hosts Solo & Ensemble Festival on a Saturday in January (exact date to be announced). This is a wonderful opportunity for Honey Creek students in grades 7 and 8 to perform solos and in small ensembles, and be rated, along with other band students from southeastern Michigan.

II. Class Rules and Behavior

DO NOT PLAY YOUR INSTRUMENT IN CLASS UNLESS DIRECTED TO DO SO. You'll be given ample warm-up time at the beginning of each class. However, once class begins, random playing will NOT be allowed.

TREAT INSTRUMENTS WITH RESPECT! No horseplay around instruments. They are expensive. Repairs are expensive. Do not allow any other band member to play your instrument.

SIT QUIETLY WITHOUT DISTURBING OTHERS WHEN THE INSTRUCTOR IS WORKING WITH OTHER SECTIONS OF THE BAND.

NO COATS OR HATS WILL BE WORN DURING BAND. This will restrict movement that is necessary to learn an instrument.

As in your other classes at Honey Creek, any type of behavior that disturbs the rest of the class **WILL NOT BE TOLERATED**. If you refuse to follow class rules, you will be instructed to put your instrument in its case and will not be allowed to participate in the remainder of class. Continued disruption in class will make it necessary for the instructor to contact parents/guardians regarding the student's behavior.

BRING YOUR INSTRUMENT AND MUSIC TO SCHOOL ON DAYS WE HAVE BAND.

KEEP A PENCIL IN YOUR FOLDER OR INSTRUMENT CASE TO USE DURING BAND.

CLARINETS AND SAXES: Have 2 reeds in good playing condition at all times.

TROMBONES AND CORNETS: Have valve oil and/or slide oil with you at all times.

PERCUSSIONISTS: Bring **YOUR** sticks and **YOUR** instruments to band. Only use your own equipment, except under special circumstances.

Board of Trustees

Honey Creek Community School is governed by a Board of Trustees, made up of parents of Honey Creek students and community members. The primary responsibility of the Board is to implement the principles of Honey Creek Community School, which are to promote the educational interests and social-emotional well-being of children in southeastern Michigan. Board elections are held annually in May to fill vacancies. The public is welcome to attend Honey Creek Board meetings. If you have an item you would like to have on the agenda, please contact the Board Chair or the Executive Director. Board minutes are posted online, after each meeting.

Building/Facilities

Honey Creek is located in the High Point Building on the Washtenaw Intermediate School District (WISD) campus. We share a gym, 40 acres with playground and nature trails, pool, greenhouse, district resource library, and cafeteria. Other programs and schools located in the building are High Point School, and Gretchen's House IV child care center and preschool. Sharing the building with others allows our students to interact with students from different backgrounds and age groups. They learn an appreciation for those different from themselves, and develop sensitivity to obstacles others may have in their lives, such as physical or cognitive handicaps.

Communication

Communication between parents and staff is important to your child's education, and there are several ways we try to get information to you. Parent mailboxes are a vital avenue of communication. They are used to send home notices, notes to parents, newsletters, assignments, and finished student work which is being sent home. Please check your mailbox frequently so you don't miss anything! Also, students are not to remove items from mailboxes—this should only be done by an adult.

Honey Creek has a monthly newsletter, Honey Bunches of Notes. The Honey Bunches of Notes provides you with information from teachers and other community members regarding upcoming curriculum, field studies, calendar reminders, and areas where volunteers are needed.

Curriculum Overview

I. General Principles

- A. People learn best in situated contexts--through experiences with meaning and purpose, which feel real to them.
- B. People learn best in the presence of expert models, as apprentices to them.
- C. Teaching must begin where the students are, individually, and as a group.
- D. Human learning is a social phenomenon.

II. Goals

- A. Synthetic and interdisciplinary experience/integration of thought and experience.
- B. Community and environmental awareness and involvement.
- C. Interpersonal, collaborative, and team skills.
- D. Ability to draw on differences in age, gender, and culture in a positive way.

III. Methods

- A. Learning centers/work stations.
 - B. Community involvement--parents and other mentor involvement, formal relationships with museums, businesses, etc., in the community, guest speakers and consultants for units and projects, field studies.
 - C. Mixed ages and group projects.
- Integrated units.
Academic Service-Learning

IV. Assessment

A. Goals

- 1. To measure and characterize pursuit of the following goals, which should be approached in an integrated way:
 - a. Particular goals negotiated by students, parents and teachers
 - b. Goals outlined in Section II
 - c. Core curriculum benchmarks (State)
- 2. To foster ongoing conversation among students, parents and teachers, as well as a healthy self-reflection by everyone involved
- 3. To emphasize qualitative evaluation with a view toward drawing on student interest, talent, and strengths

- 4. To make student work available to multiple audiences, within and beyond the school

B. Methods

- 1. Ongoing conversations among students, teachers, parents
- 2. Individual student continuous progress charts referencing Michigan Grade Level Content Equivalencies
- 3. Ongoing dialogue between and students in the form of letters and responses to work in portfolios
- 4. Student lead conferences twice a year for reflection, review of portfolios, and goal setting by students, teachers and parents.
- 5. Curriculum Celebrations, P.E. Picnic and Play Day, Winter & Spring Performance

Dress Expectations

Students are expected to dress comfortably and in a manner that supports learning activities. All students are expected to participate in outdoor activities such as recess, physical education and environmental education and should dress appropriately for the weather.

Students should wear clothes that do not distract themselves or others from learning. Students will be asked to change or cover up inappropriate clothing. (examples include: adult logos or sayings, short, tight or skimpy clothing, inappropriate language, disrespect or intimidation.) Students are not to wear hats or hoods.

Dismissal

At the end of the day, students will be released to their parents or another person designated by their parents. Early Elementary students wait in their classroom and are dismissed when their transportation arrives. Middle Elementary students will meet their parents at a predetermined location. Later Elementary and Middle School students gather in front of the building to be dismissed to their parents.

If you must pick your child up during the school day, notify the office and their teacher ahead of time. When you come to get your

child, let the teacher or lunch supervisor know that you are taking the student and if s/he will be back before the end of the day. The school will not prepare students for early pick up.

In the event that someone other than yourself or your student's usual ride home will be picking your child up at dismissal, please call the office to advise us of this change by 2:30 p.m. The teachers will not release a child to anyone other than normal unless we have prior verbal or written permission, even if the person is well-known to the child.

Please note that half-day dismissal is promptly at 12:00 p.m.

**Students not picked up by 3:10 p.m. will be dropped into the After School Program at parent expense.

Electronics

Students are encouraged to leave electronic devices at home as the school is not responsible for lost or damaged devices.

Students may not use cell phones, beepers or pagers at school. During the school day, phones are available for student use, with permission of a staff member. Cell phones should be turned off and put away at all times.

Electronic devices including cell phones, iPods, MP3 players, and gaming devices should remain put away and off unless staff permission is obtained.

Students may bring in personal tapes and CDs to share with the class. All recordings are subject to teacher/administrative review and playing of all recordings is subject to teacher/administrative discretion.

Students may not have portable audio players at school including iPods and MP3 players. Students with IEP adapted technology aids are exempt from this rule.

Game Boys and other portable/hand-held gaming devices may ONLY be used on the playground and in the Cafeteria when inclement weather forces recess to be indoors. Only "E" rated games or CDs may be at school.

Email

All HCCS faculty have their own email. Parents may leave messages directly for their student's teacher. Teachers will be encouraged to check their email daily before they go home. Another option of contacting the teachers would be via voicemail.

Emergency Cards (Child Information Records)

Each school year, parents will fill out both sides of two emergency cards, which are used in case an accident or illness. The information includes where you can be reached, who to contact if you can't be reached, and how to contact your child's doctor in case of an emergency. It is vital that you notify us immediately if the information on this card changes, as the welfare of your child could depend on our being able to get in touch with you. Two sets of emergency cards are maintained, one that is kept in the office and one that is taken along on field studies.

FERPA

Under the Family Educational Rights and Privacy Act (FERPA) parents/guardians of children enrolled in Honey Creek Community School have the following rights:

The right to inspect and review all educational records concerning their child.

The right to obtain a copy of Honey Creek's student records policy.

The right to seek amendment of an educational record that is thought to be inaccurate, misleading or in violation of the student's rights. Including the right to a hearing to seek such relief.

The right to limit the disclosure of certain personally identifiable information concerning the particular student.

The right to file a complaint with the United States Department of Education for any alleged violation of FERPA.

It is the intent of Honey Creek Community School to limit the disclosure of personally identifiable information contained in a student's education records except:

where prior written consent of the student's parents/guardians is first obtained;

where the information has been designated as "directory information";

under certain limited circumstances permitted by law.

In accordance with FERPA Honey Creek Community School has designated the following information as "directory information":

student's name

student's address

student's home telephone number

student's date of birth

names of student's parents/guardians

students parents/guardians work number

parent's/guardian's email address

If you do not wish this information to be included in the school directory you must notify the Honey Creek office in writing.

Field Studies

From time to time, it is beneficial to take students away from the school building to visit museum exhibits, science exhibits, and other educational opportunities. Parents will be notified, via "Honey Bunches of Notes" ahead of time about field studies and the details involved, including date, time, donation, and if sack lunches are necessary.

A primary group teacher or a school administrator may suspend an individual student's privileges, including field studies, if the student shows by his/her behavior an inability to demonstrate appropriate student responsibilities. The primary group teacher will notify the student and his/her parent/guardian of the suspension of privilege, the duration and modification when applicable.

(See Student Behavior and Responsibilities)

All children who participate in a field study must go and return with the group. Students may not be dropped off or picked up on a field study. Parents are always welcome on these studies. Parents and siblings must use their own personal transportation. If you would like to participate in an upcoming field study, please talk to the teacher who is co-ordinating it. See Board Policies under Student Responsibility heading of handbook for further information.

Fire and Emergency Drills

Fire and emergency drills are required by law, every year. The drills are administered by the High Point Building. All schools housed in the building participate.

When the fire alarm sounds, students are to line up silently and immediately by class. Teachers will get their attendance sheets and bring the children outside to the WISD Administrative Building. Attendance will be taken outside to ensure that all children are present. Classes are to wait outside until the all-clear is given.

Shelter-in-place drills require students to remain or return to their classrooms. Teachers will take roll and assure that students remain in the room until an all-clear is sounded.

Health

I. Immunizations/Physicals

Please check your child's immunization records before school starts. School children MUST have current immunizations as indicated by state law. Students entering Honey Creek for the first time must have current immunizations when they enroll. Exceptions include situations in which immunizations are contrary to the beliefs of the parents, or where the immunizations are contraindicated by the child's health. In these cases, signed waivers must be kept on file in the Honey Creek office. All students need the Hepatitis B series by January 1, 2000, and new students must have the chicken pox vaccine by January 2002.

Students entering Honey Creek for the first time must also have a physical, including an eye exam, and the form must be submitted for the student's file. Parents of students in the After School Programs must sign a statement of good health.

II. Accidents

Students involved in minor accidents such as scrapes and bruises will be attended to by school personnel. If a child must be sent home due to a serious accident, the office will contact the parents to come get the child. If the parents cannot be reached, the person indicated on the emergency card will be contacted.

III. Illness

If a child becomes ill while in class, we will contact you using the information on the emergency card. If your child has a temperature, vomiting or diarrhea, you must pick your child up within one half hour of being notified of the problem. Honey Creek will not administer any medication, including aspirin, unless the medicine is in a legal prescription bottle, given by a physician, indicating the proper dosages and times to be given.

IV. Sick Children

Please do not send your child to school if s/he is sick or if you have a strong suspicion that s/he will be unwell. Further, the child may return to school 24 hours after a non-medicated fever, diarrhea and/or vomiting has subsided. Not only is it better for the child's emotional and physical well-being to remain at home, but a contagious child can affect the health of every other person at school.

V. Medication

Whenever possible, medications for students should be administered by parents /guardians at home. As a service to the family, the Executive Director shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent /guardian or physician.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 178 PA 368, R 323.1545 (10). Students who "self administer" medications shall be responsible for returning any such wastes to their home for disposal by the student /parent/guardian. The Executive Director shall be responsible for providing staff members with written procedures to implement this requirement.

A school administrator, teacher, or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent(s) or guardian(s), and in compliance with, the written instructions of a physician. If the employee is a licensed registered professional nurse, medication may be administered without another adult present. It is recognized that medication will continue to be taken independently by pupils who are

competent to do so in their parent's/guardian's judgement without involvement of the school. **Homework/Home Projects**

The Executive Director will promulgate rules and guidelines to implement this policy.

Medications will be accepted by the school and dispensed to students according to grade appropriate medication guidelines.

Medications will be kept in an assigned, locked compartment. This space will only be unlocked when medications are being dispensed; it will not be left unlocked unless in the presence of a responsible school official.

Students are not allowed to select their own medications or to enter the medication cabinet at any time.

Dispensing of medication will be documented daily.

Staff assigned to dispense medications will have open and constant communication with the school nurse responsible for their training or another identified health professional. This designated school nurse/professional will be contacted with any concerns or questions regarding any unusual situation or one in which the appointed staff is uncomfortable with a request.

Students who have medical authorization for use of an EpiPen or Metered Dose Inhaler (MDI) on an intermittent and/or urgent need will be allowed to carry that medication on their person.

Medications will be dispensed using the five 'R' criteria:

Right Child – Student will be identified before medication is given

Right Medication – Medication label will be checked both before bottle is opened and after medication is in hand, but before dispensed to student.

Right Dose – Dose/amount will be checked.

Right time – Time of medication should be within 30 minutes of time ordered.

Right Route – Will always refer to 'oral' route unless school nurse is administering.

Homework is an extension of the learning process. It allows children the opportunity to practice what they have learned in the classroom, without the pressure of time. It also helps students learn to develop good independent study habits, as well as organizational and time management skills. Finally, homework allows another venue for parents to be involved in their child's education. Please encourage your child to complete his/her homework assignments, provide a suitable space without distractions, and make yourself available as a resource if s/he asks.

Each grade level will have information available for parents at Curriculum Night detailing their homework policy and expectations.

Internet

The Honey Creek Intranet can be accessed by following the attached directions. Various forms of school information will be available on the Honey Creek site.

Child and family access will be available after the Acceptable Use Policy is signed by both the students and parent/guardian.

*All Employee/Volunteers please see the Technology Specialist for a Network and Internet Access Acceptable Use Policy Form.

Student Technology* Acceptable Use Policy (Revised July 29, 2005)

Honey Creek Community School provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with school educational goals and objectives. This acceptable use policy ensures that use of the network by students is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Please see the entire Acceptable Use Policy in the Appendix of this Handbook

Lockers

Each student is assigned a locker at the beginning of the school year. This is a place where the student can store backpacks, lunch bags, boots and other outdoor clothing, and things for after school activities. Because students share lockers, please help them exercise consideration in keeping the locker clean and in not storing large objects in them for extended periods of time. Lockers may not be locked and remain the property of Honey Creek Community School.

Lost and Found

Unlabelled articles, which are lost, are placed in a box near the end of A wing. At the end of the month, unclaimed articles are donated to local charities. Please take the time to look through the box to see if there are any of your child's belongings in it. Mark all clothing and belongings.

Lunch

Each group has fifty minutes for their lunch period. One half is spent in the cafeteria eating lunch, and one half is recess time.

Hot lunch, including a milk or juice, is available to our students through the High Point cafeteria. Milk and juice may also be purchased separately from lunch. Children who have special dietary needs (allergy to milk or other foods, vegetarian diet) can be accommodated only if a doctor's note is presented. Parents should pay for lunches ahead of time by the week or month, by a check made payable to High Point School. A free and reduced-price lunch program is available to families with financial need. To receive an application for this program or for more information, contact the Honey Creek office.

When in the lunchroom, students are expected to maintain the same behavior as in the classroom. We share the cafetorium with

High Point students, and we need to exercise consideration of them in our noise and activity level. Prices for a student hot lunch is \$2.50. Prices for a student milk/juice is \$0.50. Also please note: "Non-School Days/After-Care", student lunches will be set at the non-subsidized rate of \$2.75 per student. The cost of hot lunch and milk/juice is subject to change.

I. Recess

Lunch & After School Recess will be outside everyday. Except for hazardous weather conditions (lightning, severe storms, wind chill below -10° F)*, we will always go outside for recess. There is limited indoor space that allows the children opportunities to move around energetically. Children should always dress for the weather. No water play if the temperature is below 68° F.

All children are expected to wear warm clothing when the temperature is below 68° F. Warm clothing is defined as long sleeves & long pants.

Students must wear galoshes and rain gear in order to play in puddles, Otherwise students may play on the concrete only.

In the winter, students must wear snowpants, boots, coat, hat, and mittens or gloves in order to play in the snow and sled.

II. Lunch Supervisors

Lunch and recess are supervised by instructional assistants and other paid staff. Students are expected to treat lunch recess staff as faculty and to follow their instructions.

Maturation Program

Honey Creek School's maturation course is offered every year to any students at the Later Elementary and Middle School levels who are ready to take the course. Teachers and families determine together whether a student is ready for the course. The course emphasizes understanding and respect for one's own and other people's bodies, and responsible choices and behavior regarding our bodies, not only in relation to sexuality but in a broader perspective as well.

The course covers reproductive anatomy, how babies are created and how they grow, and changes in the body during puberty and how to care for one's changing body. It presents sexual relationships and intercourse as choices that grown-ups make when they care deeply about one another, and recommends abstinence as a healthy choice for young people. The course also defines and discusses AIDS and other STDs. Copies of the course materials and videos may be checked out of the school's library.

Non-discrimination Policy

Honey Creek Community School is non-religious and shall accept students and hire staff without discrimination as to race, color, religion, national origin, sex, marital status, sexual orientation, educational affiliation, handicap status, or age, and complies with all applicable laws and regulations. For further information see the Honey Creek Community School policy manual.

Parent Concerns

If you have a concern about your child or his/her education, please discuss the matter with your child's teacher. If the issue is still not resolved, make an appointment with the Executive or Assistant Director to discuss your concerns further.

Participation In Traveling AS-L and After School Activities

Students are eligible to participate in off campus HCCS Academic Service-Learning (AS-L) activities, after school clubs and teams when they have weekly verification from all their teachers that daily class and homework assignments have been satisfactorily completed and handed in. Students, who have not completed all their class and homework assignments are expected to attend daily practices and rehearsal, but may not compete, perform or travel to represent HCCS.

PE Family Play Day

During the last few weeks of school, Honey Creek will host a PE Family Play Day, beginning at lunchtime and lasting until the end of the school day. Families are invited to bring a picnic lunch and join us on the High Point grounds, and then to stay for outdoor games and activities during the afternoon.

Parent Teacher Organization

Parental involvement is one quality that sets Honey Creek apart. The PTO is a great way for parents to be active within the school and to share their time and talents. The HC PTO strives to build a stronger Honey Creek Community by promoting quality educational, recreational, and social programs for students and their families with activities such as the summer picnic, winter and fall festivals, and spring cultural fair. The PTO also raises funds through the Phoenix Rising Campaign for school equipment, classroom expenses, and other community needs. All Honey Creek parents are members, and all levels of participation are welcome. Meetings times are posted on the monthly calendar. Parents are encouraged to attend PTO meetings, or contact committee members to give input, or to find out how to contribute.

Registration and Enrollment

The enrollment process at Honey Creek involves several steps. In the winter, interested parents must attend an enrollment information meeting.

In February, enrollment applications for new students will be accepted. Students will be admitted by a lottery system to fill the open spots. Those who do not receive a spot for the following school year will be placed on a waiting list. After receiving a spot, the student and parent make a partial day visit to Honey Creek to experience our normal school setting. After making this visit, families may confirm their spot with Honey Creek for the following school year.

Students who are currently enrolled in Honey Creek and their siblings will be offered the opportunity in January to re-enroll for the next year. Those spots which remain after re-enrollment will be offered to community members.

designated safe area. Students are to kneel facing the wall with their heads down and place their hands over the backs of their necks. Teachers will take attendance, and the classes will remain in their safe position until the all-clear is given.

School Closing

In the case of inclement weather, Honey Creek may be closed. To find out if we have school, please listen to local radio stations. School closing will be broadcast on TV stations WDIV 4, WJBK 2, and WXYZ 7 and radio stations WAAM 1600AM, WWJ 950AM, WLBY 1290AM, 1050 AM 107.1FM, 102.9 FM, or call our voice mail for notification. If High Point and Washtenaw Intermediate School District (WISD) are closed, Honey Creek may be closed.

School Hours

Honey Creek's school day is from 8:00 a.m. to 3:07 p.m. Students may be dropped off in the morning no earlier than 7:50 a.m. and may enter the classrooms at 7:55 a.m.; class time begins promptly at 8:00 a.m. It is imperative that students are here on time. When a student is late, s/he misses out on important issues, disrupts the routine of the class, and is distracting to the other students. All students not in class by 8:00 a.m. must request a late pass and sign in at the HCCS office before going to class. In the afternoon, please pick your children up promptly at 3:07 p.m. to avoid confusion on their part. The After School Programs have a limited number of drop-in spots available for pre-enrolled students only.

Severe Weather Drills

During a severe weather warning, students are only released from the building to a parent. During a severe weather alert, students should line up silently and immediately by class. Teachers will lead their classes to the

Special Classes

The students participate each week in some special classes, including physical education, swimming, art, and general music (recorders for Later Elementary students and band for 5th grade and Middle School students). Please be sure your child has the proper equipment s/he needs for specials. For gym, students will need a pair of non-marking shoes that can be kept at school and will only be worn indoors. For swimming, your child will need a swimsuit, towel, bag to carry them in, and be dressed in clothing easy to get into and out of in the locker room. Students who forget their swimsuits may borrow a suit up to three times a semester. Borrowed suits and towels need to be washed and returned to school the next morning. Middle School students must have their instruments at school on music days.

Special Education Support Services

Special Education services are available to Honey Creek students. If you feel your child may need special services, please see the Executive Director or your child's primary teacher for details.

Student Records

Each student has a file, which is kept in the Honey Creek office. This contains information pertaining to their health, educational history, achievement, standardized test scores, and special education needs. The information in these files is available to parents upon request. No one else may view the files without the written permission of the parent, with the exception of school personnel using the records for administrative/educational purposes.

Honey Creek Community School Four Agreements

Creating community requires developing a common set of norms. At Honey Creek, every student, teacher, staff-member, volunteer, and parent should strive to live up to the Four Agreements that guide how we treat each other. When we care about each other, value learning, and behave with respect, we create a truly collaborative and close community.

-Attentive Listening: To pay close attention to one another's expression of ideas, opinions and feelings; to check for understanding; and to let others know that they have been heard.

-Appreciations/ No Put Downs: To treat others kindly; to state appreciation for unique qualities, gifts, skills and contributions; to avoid negative remarks, name-calling, hurtful gestures and behaviors.

-Right to Pass/ Right to Participate: To have the right to choose when and to what extent one will participate in a group activity; to observe quietly if not participating actively; and to choose whether to offer observations later to a group when invited to do so. Every one has the right to learn and no one has the right to prevent learning.

-Mutual Respect: to affirm the value and uniqueness of each person including self; to recognize and appreciate individual and cultural differences; and offer feedback that encourages growth.

When differences do occur we seek to understand each other's position and to find mutually beneficial solutions. The Let's Talk process can help us to find those solutions.

LET'S TALK

Define the problem, situation, or concern.

Example: "Whenever I go over to my friend's house after school, his mother is not home and he wants me to drink beer. I don't want to say 'No' because he won't like me if I do."

Repeat the problem back (if in a discussion)
"You mean that you think you have to drink with your friend or he won't be a friend anymore?" Repeating back the problem usually brings elaboration.

Think it through

"Would anybody lose respect for you if you did drink with your friend?" "Have you thought about the risks involved?"

"Are you certain your friend will not see you anymore?"

"Have you considered some alternatives?"

Look at both sides

"What is the best thing that could happen if you said, 'No'?"

"What is the worst?"

Decide and act

"Having thought through the consequences, what is the most responsible choice you can make?"

"Are you willing to accept the possible consequences by acting on your decision?"

"If so, do it?"

Evaluate the outcome

"What happened? What did you learn?"

"Were you proud of your choice?"

"Would you make the same one again?"

Middle School Strike Policy

In an effort to hold students more accountable for their behavior in school, we have implemented a strike policy for the middle school. If a student receives three strikes, he/she is not able to go on any more fieldtrips for the rest of the year. We represent Honey Creek every time we leave the school premises; if a student cannot be trusted to behave well in and around the school, we cannot allow him/her to represent us away from school.

If a student receives five or more strikes, he/she will not be able to go to major school events like Camp Tamarack for 6th and 7th graders and the 8th grade trip for our graduates*.

How can a student get a strike?

Being deceitful

Bullying (verbally or physically)

Destroying school property

Being disrespectful to adults

Being verbally aggressive

Not responding to other interventions

Mistreating guest teachers

Who can issue strikes?

The four middle school teachers, the three specials teachers, and the administrators can issue strikes. If other teachers, lunch staff, aftercare staff, or substitutes report inappropriate behavior, the homeroom teacher will decide whether or not the behavior is worthy of a strike. The homeroom teacher is responsible for contacting the parents of students who receive strikes.

*This will be decided on a case-by-case basis. Prior to Tamarack and the 8th grade trip, the teachers, administrators, student, and parents will discuss the student's behavior. If the student has shown a significant improvement since the strikes were issued and if parents agree to volunteer at Tamarack or drive to the 8th grade trip destination if needed, we will consider whether or not the student will be able to attend.

Student Behavior and Responsibility

Below are outlined many of the behaviour expectations and consequences that we will implement school-wide. As it is not possible to account for every possible behavioral issue, when necessary the administration will resort to the Honey Creek Community School Board policy and federal and state law to resolve disciplinary issues. Honey Creek Community School Board Policy may be found on the school website. A copy is also available in the school office for viewing.

We strive to make a community culture that is supportive and encouraging. When a child misbehaves, consequences will be natural, logical, and as immediate as practical.

I. Expectations for School Behavior

Respect people and property
Work and play safely
Do your best
“You break it, you fix it”

II. Consequences

Teacher intervention and redirection

Relocate child
Contact parent
“Give back time”

III. The 3 “D’s”

Get an adult, right away if something is...

DANGEROUS, DESTRUCTIVE, OR
DISTURBING

IV. Debugging

If someone is bugging you...

Ignore the person

Move away

Use nice words

Use firm words

Use problem solving or get an adult

See HCCS Board Policies for additional information.

V. Weapon-Free School Zone

The Michigan Legislature requires the expulsion of students who possess a dangerous weapon, commit arson, or rape in a school building or on school grounds. Honey Creek also does not allow toy weapons or violent play. Please instruct your student about the danger of weapons, why they are not allowed on school grounds, and the consequences of possessing them at school.

VI. Conflicts

Conflicts are a natural part of our lives and of growing up. If a conflict arises between students, they are to attempt to resolve it in a constructive manner without physical contact. If they cannot resolve the conflict themselves, students should ask for help from a teacher or other adult. At Honey Creek, we teach the children that everyone has worth and value, and that everyone deserves respect. When conflicts arise they can be used to help the students understand how to disagree with each other without attacking the other person,

and how to reach an agreement or a compromise by using fair methods, listening to the other's perspective, clearly stating how they feel, and taking responsibility for their behavior. Adult members of the Honey Creek Community are expected to model appropriate conflict resolution.

Honey Creek Community School Board Policy – JB Student Responsibility

Honey Creek Community School's mission is to provide an education of the whole child, to integrate the different aspects of children's learning and lives so as to make them fuller and more meaningful.

To this end the school curriculum provides benchmarks and assessments for individual students on personal, interpersonal, and team skills. The school's faculty has developed and continuously instructs students on specific student behavior expectations while participating in school activities and events.

Students are expected to learn how to make wise choices for their behavior, take responsibility for their actions, and must demonstrate appropriate in school behaviors prior to participating in activities of privilege (e.g.: field studies, bus buddies, lunch helpers, eating in the cafeteria).

The school curriculum also provides direction for methods of problem solving, conflict resolution, and consequences to both appropriate and inappropriate behavior.

Bullying Honey Creek Community School Board
Policy 8260 8260

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber

bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this Academy, and is prohibited.

Students who engage in any act of bullying while at school, at any Academy function, in connection to or with any Academy sponsored activity or event, while enroute to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Approved:

LEGAL REF: "Policies on Bullying," Michigan State Board of Education, 7-19-01; Tinker v Des Moines Independent Academy, 393 US 503(1969). See also: Saxe v State College Area Academy, 240 F3d 200(CA 3, 2001)

Suspension of Student Privileges

A primary group teacher or school administrator may suspend an individual student's privileges if the student demonstrates by his/her repeated behavior or severe actions an inability to demonstrate appropriate student

responsibilities. The primary group teacher will notify the student and his/her parent/guardian of the suspension of privilege, the duration and modification (if any).

Suspension or Expulsion of Students

The Honey Creek Community School Board of Education is concerned with protecting the health, safety, and welfare of students, employees, and visitors. The Board authorizes the school's executive director, or her/his designee, to suspend or expel any student who is guilty of gross misdemeanor or persistent disobedience in her/his judgment as compliant with Michigan Compiled Laws Section 380.1311. The Board considers all school buildings, facilities, vehicles, grounds and school activities and events within its jurisdiction.

If a student possesses a weapon in a weapon free school zone that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the executive director, or her/his designee, shall expel the student from the school permanently as defined by statute MCL 380.1311.

All expulsions pursuant to this policy shall be entered and preserved on a student's individual permanent record. This information shall be disseminated as part of the student's permanent record to any other public or private (primary or secondary) school where the expelled student seeks to enroll.

Student to Adult Assault (Physical)

Requires permanent expulsion (grade 6 & up)
Requires districts to report expulsions to law enforcement

Parents required to find a "suitable educational program"

Student to Adult Assault (Verbal)

Requires expulsion up to 180 days (grade 6 & up)

Requires districts to report expulsions to Michigan Department of Education

Student to Student Assault (Physical)

All fights are considered assaults
Requires expulsion up to 180 days (grade 6 & up)
Requires districts to report expulsions to Michigan Department of Education

Classroom Snap Suspensions

Teachers can suspend students for repeated classroom disruptions for up to 24 hours

All K – 12 students

Honey Creek Community School Board Policy
8350– Suspension and Expulsion

The Director, Directors, committee of certified employees, individual teachers (for up to one school day only - see "Suspensions by Teachers"; "Class, Subject or Activity Suspensions") or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

-Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,

-Willful misconduct which substantially disrupts, impedes, or interferes with the operation of the school,

-Willful misconduct which substantially impinges upon or invades the rights of others, or

-Disobedience of an order of a teacher, police officer, Academy security officer or other Academy authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with school operations or substantial and material impingement upon or invasion of the rights of others.

Suspensions

The Board authorizes the Director to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a "short-term" of up to ten school days, or for

a “longer-term,” exceeding ten school days up to 180 school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Director.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with Academy operations.

Student Suspension and Expulsion

Honey Creek Community School Board Policy 8350

A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

Suspensions by Teachers

Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the class, subject, or activity effectively, or the student’s behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from, or participate in after school extracurricular activities, until the passage of one full school day from the time of the student’s infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall not be permitted to attend other classes in the

building during the term of the suspension.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten days or more.

Technology

Honey Creek Community School utilizes technology in its classrooms and curriculum, exposing the students to different kinds of equipment, software and resources. Currently, each classroom has its own set of internet-connected computers in each classroom. A 20-unit mobile lab is also available for checkout, allowing 1:1 computing experiences for each student. Printers, scanners, digital cameras, video cameras, and Alphasmart keyboards are also used in each classroom. All teachers are assigned a laptop to help facilitate the use of technology in the curriculum. All Honey Creek staff are also assigned an e-mail address to increase communication lines and learning opportunities. Students will learn to use a wide variety of software programs, such as Compass Learning Odyssey, HyperStudio, AppleWorks, Microsoft Word, Excel, Powerpoint, iPhoto and other software, as well as spend supervised time on the internet. For more information about our technology or our school, please visit our Web site at: <http://honeycreekschool.org/> or contact the Technology Specialist.

Transportation

Parents are responsible for their child’s transportation to and from Honey Creek for school. Many parents car-pool, which has worked out well to make things easier for everyone.

Safe drivers mean safer kids. Families are urged to follow all safety rules when arriving or leaving school grounds. Do not park, stop, or stand along the front or back curbs between 8 a.m. and 4 p.m. This is a bus lane

for the High Point children. When dropping your students off and picking them up, please park in the lot and walk your child into and out of the building, rather than pulling up to the curb in front of the building. During the excitement of arriving at and leaving school, students tend to be less cautious about crossing the street, and cars parked in the curb area only add to the confusion. For the safety of everyone involved, this rule must be strictly observed.

Students should be transported to and from school by motor vehicle. Since there are not any sidewalks nor marked bicycle paths outside school grounds, we strongly discourage students walking or biking to or from school.

Later El Transitioning Trip

Student/Parent Expectations

This trip is for Honey Creek students and staff. Parents participation is limited to helping finance, fund raise, and prepare for the day.

Only students who consistently exhibit respectful and responsible behavior will be eligible to attend.

Staff has final say about eligibility for the trip and will make a firm decision by April 15th. Any major incidents that occur after April 15th will be up for review by the Honey Creek staff.

The trip will be targeted for a Thurs/Fri in May.

Middle School Trip

Early in the fall Middle School students and their teachers will spend time at Camp Tamarack in their Outdoor Education Program. Students will receive instruction in environmental education that is aligned with the Michigan Curriculum Framework and have instruction in cooperation and teambuilding skills.

Students not able to attend the time at camp will be assigned to another HCCS classroom for the week.

Visiting Honey Creek

Parents are always welcome to visit Honey Creek, along with younger siblings, and to participate in classrooms, during lunch, or for specials. Please let the teachers know if you wish to become involved in a special activity or general classroom support. Feel free to drop in any time! The classroom environment may or may not be an appropriate place for siblings. Please talk with your child's teacher prior to a sibling visiting to discuss the feasibility. Children in diapers must be changed in bathrooms only!

Please keep in mind that the teacher's focus must remain with the students. Visitors should avoid disrupting learning activities.

Honey Creek Online – Internet and Intranet

Honey Creek Community School has a public Internet site. The Internet site gives information on our program, mission and beliefs, philosophy, calendar, curriculum, enrollment procedures and other general information about our school. Anyone with access to the Internet can access our site at <http://honeycreekschool.org/>

HONEY CREEK COMMUNITY SCHOOL BLANKET PERMISSION FORM

Children's Names _____

****Please circle and initial on the line to the left of each paragraph indicating if you give permission or do not give permission for the following activities:

Yes/No
Initials_____ Field Trip Permission - I give Honey Creek Community School permission to take my child on walking, bus and car/van trips in the Ann Arbor vicinity. I understand that all children will be seat belted properly in approved vehicles. I also understand that I will be informed prior to any field trip.

Yes/No
Initials_____ Swimming Permission - I give Honey Creek Community School permission to take my child swimming. I understand that swimming will usually be in High Point's indoor pool; but we may also use public pools on occasion as part of a scheduled field trip or excursion.

Yes/No
Initials_____ Lunch Policy - I understand that I need to provide a lunch and drink for my child every day. If my child has dietary restrictions and cannot eat school-provided snacks, I will provide my child daily snacks.

Yes/No
Initials_____ First Aid - I give my permission to Honey Creek Community School to administer routine, non-surgical medical care (i.e. First Aid) to my child.

Yes/No
Initials_____ Sunscreen/Sun Block Lotion - I give my permission to the staff of Honey Creek Community School to apply a "Water Babies" type sunscreen to my child.

Signature of Parent or Guardian

Date signed

Street Address

City

State

ZIP

SAS/HC Summer Camp/HC Blanket Permission Form.doc/03142007

Please see reverse for photograph release form.

Photographic Release

I authorize Honey Creek Community School to use photographs, slides, video and/or audio tapes in which _____ appears.
(name of student)

I understand these may be used for possible publication, including use on the Honey Creek Community School Web site or affiliated Web sites, and/or for informational and educational purposes.

[] I authorize this WITH permission to use the above named student's first name.

[] I authorize this WITHOUT permission to use the above named student's first name.

Signature of Parent/Guardian

Date