

Hagood Elementary

Parent and Student Handbook
2017-2018



#hagooddid

Dreaming, Investigating, & Discovering

435 Sparks Lane
Pickens, SC 29671

(864) 397-1900
<http://hes.pickens.k12.sc.us>

Dear Parents and Guardians,

It is with great excitement and anticipation that I welcome you and your child to the 2017-2018 school year at Hagood Elementary! It is our hope that you and your family had a wonderful summer and are eagerly anticipating the new school year. We have many great things planned for the upcoming school year and are eager to begin with you and your child. We want to partner closely with you throughout this year as we work together for the success of all our students. Cooperation between the home and school are vital as we work to provide the very best learning environment for your child.

I encourage you to be an active participant in your child's learning this year by assisting your child each day to see that homework assignments and preparations for the next day of school are completed. This assistance and cooperation is vital to your child's success in school. It is our hope that you will review your child's agenda or folder daily for homework assignments, messages from the teachers, and any other pertinent information to join in partnering with you.

The **Back To School 2017** handbook provided online by the School District of Pickens County is an essential reference tool for your use. This handbook supplement will provide you with additional information that is specific to Hagood Elementary. Keep them both as a reference for your use throughout the school year.

We ask that you assist us by having your child arrive at school daily on time prepared for learning. In addition, we ask that you avoid any early dismissals if at all possible so that your child is in attendance for the full instructional day. **Please pay careful attention to the Attendance Policy for the School District of Pickens County outlined in the district Back to School 2017 handbook. Students should attend a minimum of 170 days (which means that absences should total 10 or less) for promotion to the next grade level.** Research has shown that each day of absence results in 2 ½ days of loss of learning due to the disruption in the student's instruction. Your assistance with this would be greatly appreciated.

Again, welcome to the 2017-2018 school year at Hagood Elementary. I am eager to continue the collaborative effort with all returning parents and students and am especially eager to meet the new students and parents that join us this year. Let's join together to make this the best year ever for both your child and the entire Hagood Elementary School family.

Welcome to the 2017-2018 school year!

Sincerely,
Paula Alexander, Principal

Quick Reference Guide

Parents,

This handbook supplement will provide you with additional information that is specific to Hagood Elementary. This handbook contains important information that is important to you. Please take the time to read through it. Below is a quick reference guide for you to reference.

Arrival/Dismissal

- 7:20 a.m. doors open for arrival and breakfast begins. Early arrival students will enter the door at the cafeteria. Mrs. Alexander will be at the sidewalk to monitor.
- Students are considered tardy after 8:00 a.m.
- Students will dismiss at 2:30. Early dismissal will not be allowed after 2:00 p.m. Front office staff begins communicating with homeroom teachers at 2:00 any transportation changes made throughout the day. Having the time to complete this task is essential in making sure all of our students get home the correctly and safely.
- All transportation changes must be submitted in writing and approved by administration.
- Car riders must have car numbers displayed at pick-up. For safety reasons, administration reserves the right to verify car rider's pick-up at any time.
- Please follow car rider traffic directions at all times. Please refer to car rider map.
- Bus transportation is provided if needed to and from school. Riders must meet district guidelines for bus transportation. Students are required to follow all safety regulations and maintain good behavior to receive bus transportation. Please contact the bus office for arrival and drop-off times.

Attendance

- All absences must have a written explanation from parent guardian or health practitioner within 3 days to be considered excused.
- A **attendance intervention plan** will be needed for the following:
 - Three consecutive days without valid excuse
 - Total of five unexcused days
 - Student out ten or more days for any reason
 - Excessive tardies/early dismissals

Student Dress Code

- Students are encouraged to wear comfortable clean clothes that conform to the SDPC dress code.

- Students are reminded to dress according to current weather conditions and school activities.

Health Issues/Medication

- Medicine cannot be given to students without a completed permission form.
- Medicines can only be given by school nurse or other authorized school personnel.
- If your child has health problems, please inform our school nurse.
- The school guidance counselor is available to help students and parents with personal problems that impact a student's education.
- All medical decisions made by nurse and/or administration in regards to student health are final.

Student Information/School Visits/Volunteers

- Please remember to keep all student information (phone numbers and contact information) up to date. You can do this by contacting office staff to make any needed changes or using the following link - <https://express.pickens.k12.sc.us>.
- Parents and guardians will need to be volunteer trained and have a completed SLED check to help with school activities such as, field trips. You may coordinate this with our parent volunteer liaison.
- Parents are encouraged to visit students at school during, but not during instructional time. All visitors must check in at the front office before entering the building. This is a high priority safety guideline for our school.

Food Service

- Students are encouraged to bring lunch money for account payments on Mondays.
- The free and reduced lunch program is available under the National School Lunch Program. We encourage every family to complete the online application at <http://sdpcnutrition.com/FreeReducedMeals>.
A new application must be completed at the beginning of each school year.
- This year Hagood Elementary will have a FREE BREAKFAST for ALL students program. Please have your child take advantage of this wonderful opportunity. Students will eat breakfast in the cafeteria this year.
- Please notify the school if your student has any food allergies.

Hagood Behavior Expectations

- **All students are expected to follow school rules and to respect all adults and other students on school grounds and on the bus at all times.**
- We have a school wide behavior program in place that should be consistent in every classroom. Please contact school administrators if you

have any questions concerning behavior expectation and/or consequences.

- Any damage to school property will result in the replacement or repair at the cost of the offender.

Daily Schedule

7:20 a.m. - The doors to the school are opened for early arrivals. These students will report to the cafeteria.

7:30 a.m. - The doors to the school are opened and morning supervision begins. Students eating breakfast should arrive no later than 7:45 a.m. to ensure being on campus in time to eat breakfast in the cafeteria and be in class on time.

This year Hagood Elementary will have a **FREE BREAKFAST for ALL** students program. Please have your child take advantage of this wonderful opportunity. Students will eat breakfast in the cafeteria this year.

Once students have eaten breakfast, they sit in the hallways outside their homeroom classrooms and are expected to be engaged in an instructional activity such as reading "good fit" book, fact flashcards, studying for a testing, etc.

7:50 a.m. - Students enter in classrooms.

8:00 a.m. School instructional day begins. Students arriving after 8:00 a.m. are tardy and must be signed in the office by a parent or guardian. Please do not send your child in the front office unattended if you are late.

2:25 p.m. – Afternoon announce bell rings. Students listen to announcements.

2:27 p.m. – Car rider bell rings and those students report to the cafeteria.

2:29 p.m. – Bus rider bell rings and teachers walk bus riders to correct buses.

All students should be picked up no later than 2:50 p.m. Faculty supervision ends at 2:50 p.m. Anyone remaining after 2:50 p.m. will be taken to After School Care by administration. After School Care is \$10.00 daily for students remaining at school past 2:50 p.m. until 6:00 p.m.

Attendance

Absences from School

Students must provide (within 3 days of an absence, or if the student has several continuous absences – within 3 days after the student's return to school) a

written excuse from a parent, guardian, or health practitioner for ALL absences other than those approved by the principal.

PLEASE NOTE: If an excuse is received after the 3-day limit, the absence(s) will remain as unexcused on the student's attendance record.

A valid excuse must:

- **be dated,**
- **list the student's full name,**
- **contain the date(s) of the absence(s),**
- **list the reason for the absence(s),**
- **list a telephone number of the parent (if needed for verification), and**
- **be signed by the parent/guardian or a licensed/certified health practitioner.**

The following definitions pertain to absences:

Excused Absences

- Absences for student health concerns excused by parent/legal guardian or licensed/certified health practitioner involved in the student's care
- Absences for a serious family health concern or death in the family
- Absences for parental approved, pre-arranged, non-school sponsored trips or activities including recognized religious holidays. Pre-arranged absences must be approved by the principal prior to the absence.

Once an elementary student has accumulated 10 absences -- regardless of the reason -- an excuse from a licensed/certified health practitioner will be required for any further absence.

State attendance regulations require school personnel to conduct a Student Attendance Intervention Conference for every student who accumulates 3 consecutive unexcused absences, a total of 5 unexcused absences, a total of 10 days (both excused and unexcused), or numerous tardies. At the conference, the parent or guardian and school personnel will address ways to correct and or improve the attendance issues.

Medical Homebound Instruction

Parents who anticipate a student's absence due to an extended health problem may apply immediately for homebound instruction. Application must be made within 10 days of the first series of absences. The homebound student

will not be counted absent. Instead, the absences will be noted as homebound days. Students who cannot attend school because of illness or injury are eligible for homebound instruction. A licensed medical doctor must certify that the student is unable to attend school but able to profit from the homebound instruction. We encourage parents to notify the school as soon as you are aware of the need for medical homebound instruction.

Late Arrivals to School

Good habits are learned early. Being on time is essential. Late arrival to school results in interruptions to the learning process. Parents are encouraged to have students to school on time. Late arrival to school is discouraged since it means the student is missing important instruction and creates a disruption in the classroom as the student arrives to the class. A student arriving to school after the 8:00 a.m. bell must sign in at the office and be accompanied by his/her parent. This is required to ensure the safety and well-being of the students. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. A written excuse, such as a doctor's statement, must be presented at the time of the tardy. All other tardies will be excused or unexcused depending on the reason for the tardy. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern and a physician's note may be required. If a pattern of tardiness does not improve a referral will be made to the Attendance Officer.

Early Dismissal

Early dismissal is discouraged because it means a student is missing important instruction and creates a disruption in the class as they leave. A student shall not be permitted to leave during the school day without the approval of the principal. A parent, guardian, or person designated in writing by the parent on enrollment forms as an emergency contact must come into the office area and show a picture I.D., sign the student out, and document the reason for early dismissal. **Early dismissals end at 2:00 p.m.** unless there is a true emergency warranting the early dismissal. Front office staff begins communicating with homeroom teachers at 2:00 any transportation changes made throughout the day. Having the time to complete this task is essential in making sure all of our students get home correctly and safely. We appreciate your cooperation with this procedure.

Change of Address or Phone Number

It is imperative that we have a current address and phone number at all times. Emergencies arise, and the information is important. The school must have a number through which parents/guardians can be reached. Please utilize the online registration link - <https://express.pickens.k12.sc.us> - to change your child's information or send a handwritten note to school. Also, if your child gets sick during the school day, we will attempt to notify parents first. If a parent cannot be

reached, it is important that we have emergency contact phone numbers of friends or neighbors who can take care of your child until you can be notified.

Field Trips

Field trips are planned to meet specific instructional goals and costs are kept to a minimum. The school requires written permission from the parents before a child is permitted to participate. Transportation is provided by school bus or commercial transportation. The Administration reserves the right to refuse participation on field trips based on problems with conduct. The school also reserves the right to require the parent participation on field trips based on problems with student conduct. All parents requesting to chaperone may not be able to do so due to number of admission tickets available or seating available on bus transportation. Our desire is to accommodate as many as possible with each trip. Due to liability concerns and supervision issues, all students going on the field trip must ride the transportation provided by the school. Additional children of any age are not allowed on field trips.

Dress Code

We feel better about ourselves when we are looking our best; therefore, we ask that our students dress appropriately for school. Students are encouraged to wear comfortable, clean, and appropriate clothes at all times. Remember to consider the weather and activities of the day. For example, tennis or athletic shoes should be worn on PE days. Students may not wear revealing or see-through clothes, cut-off shirts, net and halter-type tops, and baggy sagging pants, clothes with offensive language or drawings on them. We also ask that students not wear hats in the building. If shorts are worn we ask that good judgment be used. Undergarments and midriffs should be covered at all times. This applies to all students. Any problems involving dress will be handled on an individual basis. A call may be placed home asking the parent for a change of clothing to be delivered to the school in the event that the student's dress does not meet the dress code requirements.

Parent and Teacher Conferences

A conference may be requested by the parent or the teacher. Parent-teacher conferences are encouraged for the benefit of the child. If a conference is desired to discuss your child's academic progress, please notify the teacher by letter, email, or by phoning the school to set up a time convenient to all parties. Teachers may also contact parents if a conference is needed. Conferences must be held before or after school, or during the teacher's conference period in order to avoid disruptions to the learning environment. Teachers are required to hold a minimum of two parent conferences a year with each child's parents. We appreciate your willingness to attend both conferences to discuss your child's progress.

Homework/Weekly Folders

Homework is assigned as an extension of our daily school program. It teaches students responsibility and gives practice and reinforcement to skills taught at school. If your child is experiencing much difficulty or spending an unreasonable amount of time on homework you should request a conference with your child's teacher. Parents are encouraged to read with their children 20 minutes each evening.

Each teacher sends home a classroom newsletter with assignments, due dates, and special events. A weekly folder is sent with your child's graded work and other important information on Mondays. Please read the newsletter carefully. We ask that you review the work returned with your child. The folder must be returned to school within 2 school days.

Visitation in School

We encourage you to visit our school, but request that you call to confirm the schedule. All visitors - parents and volunteers too - are asked to stop by the office and get a visitor's pass and sign in so that we may know you are in the building. Parents and visitors are welcome at school any time. All visitors including school volunteers must stop by the office upon entering the school building. This regulation is for the students' protection. It also aids us in minimizing classroom disruption and helps us to accommodate visitors who may receive a phone call while in the building. Parents wishing to talk with the teacher or administration are asked to arrange a conference. Teachers have duties before and after school, which calls for the need of conferences being arranged in advance. Homeroom duties begin at 7:50 a.m. which results in the teacher not being available to discuss with parents or guardians individual student needs at this time.

PTO (Parent Teacher Organization)

Hagood Elementary is proud of its parent support and involvement. The PTO actively supports the instructional programs of the school. The PTO coordinates grade parents, volunteers, as well as business partnerships.

Parents may join the PTO at Meet the Teacher Night or other PTO events. Look for school newsletters to highlight additional information about our PTO events and programs throughout the year. If you are interested in joining the PTO Leadership Team, please let us know. We are eager to have parents join the leadership team. We hope everyone will become a member of the PTO.

Volunteer Training

Parents, grandparents, and other interested community members are encouraged to participate in our volunteer program. All volunteers must

complete an annual volunteer training session. Training sessions are held throughout the school year and are posted on the Hagood website and district website. In addition to training, the district requires a background check (SLED) for all persons who chaperone students on field trips and those who escort or supervise students without a district employee present.

Breakfast and Lunch Program

Each student is assigned his or her own ID number for our school Lunchbox System. This system operates on a prepayment plan. The money sent for meals and special sales is credited to your child's own debit account. The correct amount is automatically deducted when your child purchases breakfast, lunch or special items, such as extra milk or extra juice. If you do not wish for your child to have an option for special sales, you will need to send a letter to the Lunchroom Manager noting that you do not wish for your child to have the option of purchasing special sales.

This system allows for you to pay from one week to one year in advance. All students should have at least one week in advance paid by the first day of each school week so that funds are available in their accounts for purchase of lunches. Your child's account will be protected and a statement of activity can be provided if you desire. This year we will be accepting online payments to your child's lunch account through our Student Nutrition Services program. Please be looking for more information about this way to help our parents keep in close touch with their children's lunch accounts as well as make payments to the breakfast and lunch accounts online.

We ask that everyone send money at least weekly rather than daily. Money should be sent each Monday or the first school day of each week. Online payments can be paid at any time during the week. If a student's lunch account becomes overdrawn, the lunchroom manager will send a parent message indicating the amount that is owed. It is a tremendous help when everyone keeps up-to-date with their account funds.

Due to the limited lunch time teachers are not able to heat or refrigerate student lunch items. Due to USDA guidelines, carbonated drinks are not permitted in the school.

Hagood is excited to announce we will participate in a FREE BREAKFAST for ALL program this year. Every student eats breakfast for free! We are committed as ever to the academic success of all of our students. The first and best tool that we can use to ensure student success is to guarantee that each child begins the day with a healthy and nutritious breakfast – whether at home or at school. Research shows that children who eat a nutritious breakfast can maintain focus,

have longer attention spans, improved attendance, and fewer disciplinary problems.

School breakfast is an ideal solution on busy mornings when families are running behind or for those students who are not hungry when they first wake up. Whatever the reason, if breakfast at home is not convenient, please take advantage of breakfast being served here at school.

The free and reduced lunch program is available under the National School Lunch Program. We encourage every family to complete the online application at the following website: <http://sdpcnutrition.com/FreeReducedMeals>. **A new application must be completed at the beginning of each school year.**

Bus Riders

Kindergarten bus riders must have an adult present to receive the child as they return home. If no adult is present, they will be brought back to the school. School buses are considered school property and all rules apply to students who ride these buses.

Disciplinary action will be taken for inappropriate behavior on the bus. A student must behave in order to have the privilege of riding on the bus. Conduct slips are written by the driver and given to an administrator to be signed.

We feel that you should be aware of the consequences if your child is disruptive on the bus. Our buses are filled with children; therefore, it is imperative that each one stay seated, talk quietly, and keep hands off of others in order to ensure the safety of all children. The driver issues conduct reports after verbally warning the children. If the misbehavior continues, the following measures are taken:

Kindergarten - 5th Grade

1st conduct report is a warning.

2nd conduct report results in denial of bus privilege for one (1) day.

3rd conduct report results in denial of bus privilege for three (3) days.

4th conduct report results in denial of bus privilege for five (5) days.

5th conduct report results in denial of bus privilege for 2 weeks.

6th conduct report results in denial of bus privilege for the remainder of the year

Infractions that will result in warnings:

- Standing or moving while the bus is moving
- Failure to sit in assigned seat
- Getting off the bus at the wrong stop
- Throwing objects
- Eating or drinking on the bus

- Use of tobacco in any form
- Obscene language or gesture
- Disregarding driver authority
- Any behavior that affects the safety of others

Infractions that could result in removal from the bus:

- Fighting
- Possession of weapon
- Disrespect for the driver
- Destruction of property
- Interfering with the operation of the bus

Please Note Exception

If the driver brings a student(s) back to the school or if there is fighting on the bus (regardless of who starts it) bus privilege is automatically denied for one week. In addition, the administration reserves the right to increase the amount of time suspended from bus service as a discipline consequence as necessary in the event of misconduct as well as to make changes with the disciplinary consequence, as needed, due to the circumstances involved.

Please familiarize yourself and your child with these rules. We realize it is inconvenient for children to be put off the bus, but disruptive behavior cannot be allowed. Video cameras will be used periodically on the buses to monitor student behavior. **Please note: The school must be notified in writing if a student is changing buses or is going home a different way.**

Discipline

We the faculty and staff are committed to having a positive learning environment at Hagood Elementary School. Teachers are at school to teach; students are at school to learn. Maintaining a safe and orderly environment for our students is an important part of providing a quality education.

We will continue using our Clip Up/Down school-wide behavior system. This system will reinforce our expectations for learning in the following ways:

Each child begins their day on "Ready to Learn". Their decisions throughout the day will determine their standing on the chart. Every child has something to work for and if they make a mistake (and need to clip down) they do have the opportunity to make it right (and clip back up).

Any incident which the administration deems a serious offense will be handled at the discretion of the administration and may be considered exempt from the color clip chart.

Examples are as follows:

Major offenses

There are some incidents which could lead to immediate suspension:

- disrespect toward or disobedience to a teacher or staff member
- gambling
- fighting
- bullying, harassing, or intimidating others
- destruction of school property
- possession, distribution or use of tobacco or alcoholic products
- possession, distribution or use of drugs

Possession of any firearm or dangerous weapon will lead to immediate suspension with a recommendation for expulsion. Expulsion for a full calendar year will be recommended if the weapon is a firearm, explosive, or incendiary device.

Any other incident which the principal or assistant principal deems to be a serious offense could lead to immediate disciplinary action.

It is important for students to display appropriate conduct and behavior at school. A safe and orderly environment is necessary for learning by all students. Misbehavior causes for disruption to the learning environment resulting in other students in the classroom to be denied the appropriate instruction and climate necessary for success. Failure to follow school and classroom rules will not be tolerated and will be handled appropriately by either the teacher or the administration in order to end the disciplinary concern in order to return the classroom to an environment focused on academic success. Parental support in our efforts is much needed and appreciated.

Title I Program:

Title I Funds are used to supplement our basic core education in reading, language arts, and math. They also are used to provide additional resources and opportunities to improve student achievement. Our Title I funds supplement or provide extra money for programs that a non-Title I school may not be able to provide, such as technology, professional development, and parenting. The main purpose of these Title 1 funds is to improve instruction so that your child benefits academically.

Classroom Parties:

Two classroom parties will be scheduled per year. These will be at Christmas and the end of the school year.

Transportation Changes:

All transportation changes must be sent to school on a written note and must be approved by an administrator. We prefer for transportation changes not to be called in throughout the school as it can sometimes result in confusion for a child. Transportation needs to be consistent each day for your child's safety. Please keep a consistent schedule to make it less confusing for your child and the school.

HES Car Rider Tags/Dismissal Procedures:

HES car rider rearview mirror hanger will be used for parent pick-up identification. These will have the school logo on the front and your child's number that will be called at the parent pick-up. Your child will be assigned a number on Meet the Teacher Night. If there are multiple children in the family, only one number will be assigned. Each family will be issued two hangers. If additional hangers are needed, they may be purchased for \$1.00 each.

For safety purposes, we are requiring car rider hangers to be displayed on the rearview mirror of your vehicle in the car rider line for school personnel to see. If you do not have a car rider tag, you will be asked to show picture identification for verification. This way we know the person picking up your child is the one authorized to do so. Your child's safety is our top concern.

Below is a diagram for car rider dismissal procedures.



After School Care:

Each child must be enrolled by a parent or guardian before participating in the program. Enrollment forms are available in the main office.

The fees include a \$25.00 registration fee and \$45.00 weekly. These fees remain the same if your child is absent during the week. The only exception to the flat \$45.00 fee would be if school was closed due to inclement weather for more than one day. Payment needs to be made on a weekly basis. Students may not be more than two weeks behind and still attend the program. Refunds will not be made.

Other options: Daily rate and drop-in rate is \$10.00 per day. Payment and registration paperwork will be received on day of service.

Hours: After School Care hours are 2:30-6:00. If you are late picking up your child, a late fee of \$1.00 per minute will be charged. After three times of being late, your child will be removed from the program for the remainder of the school year.

Pick-Up: Children are to be picked up from 3:30 until 6:00. Children that need to be picked up earlier than 3:30 need to go through the main office. Children will be released to those persons indicated on the enrollment form as having permission to pick up the child. Due to legal concerns, parents or guardians are not to enter the building in search of their child or children. In any case where a child is transported by anyone other than the parent or guardian, written permission must be provided for the day or general permission for the purpose.

No Tolerance Policy: We have a no tolerance policy in our program. A child who have repeated discipline problems in classroom will not be allowed to participate in the after school care program at the discretion of the director. This is a self-supporting program and attending the program is a privilege.

Sickness Policy: A parent of guardian will be called to pick up a student who is sick or injured. Medicine will not be administered during after school care hours. If your child has severe allergies that require an EpiPen, an EpiPen must be provided to the after school care director.