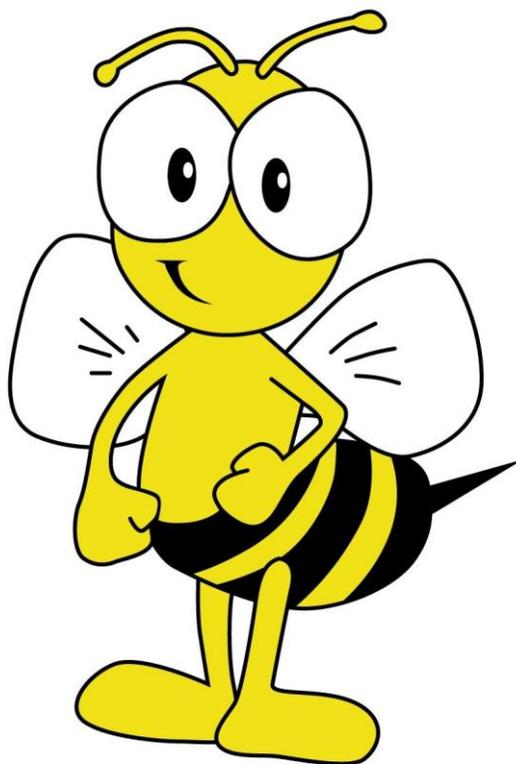


Honea Path Elementary Student/Parent Handbook 2016-2017



806 E. Greer St.
Honea Path, SC 29654
864-369-7612

Faculty and Staff

Office Staff : Jeremy Sauceman (Principal), Kim Whitt (Assistant Principal), Alice Yatsenyuk (School Counselor), Annette Drake (Secretary), Gail Cason (Secretary), Nikki Brown (Nurse)

4 Year Old Kindergarten: Lori Ashley, Emily Hart, Brittany Shirley

Teaching Assistants: Mandy Smith, Wanda Wilson, Vanessa Cantrell

5 Year Old Kindergarten: Jessica Davis, Julie Greer, Michelle Simmons, Emily Trangmar

Teaching Assistants: Michele Martin, Karen Lowry, Cathy Knight, Heather Williams

1st Grade: Sabra Bowen, Maranda Brock, Paula Clarke, Heather Fallaw

2nd Grade: Amy Austin, Nancy Cothran, Angie Cox, Karin Kelly

3rd Grade: Lesley McCabe, Brittany McClelland, Julia McDowell, Blythe Strawhorn

4th Grade: Anne Adams, Emily Isom, Jenna Rampey, Erica Shuler

5th Grade: Michelle Alewine, Russell Clark, Alicia Madison, Shelly Rowan

Special Education: Kim Barefoot, Lexi Burdette, Robyn Crawford, Charity Hawkins, Amber Jones, Ansley Newell, Rebekah Sanchez, Helen Watson

Teaching Assistants: Shiela Davis, Angie Frankum, Rhonda Lloyd, Jane Marshall, Leslie Steeley, Kristen Strickland, Chris Vaughn

Activity: Shelia Cleveland (Music), Ayana Mattress (Art), Stacey Griffith (Media Specialist), Joe Sherard (PE)

Reading: Melanie Kennedy (Reading Coach), Casi Russell (Reading Intervention)

Computer Lab Assistants: Kristin Gambrell (3rd, 4th, 5th), (K5, 1st, 2nd)

Instructional Assistant: Linda Garrett

Cafeteria Staff: Teresa Burdette, Melanie Collins (Manager), Debbie McAlister, Sherry McClain, Lisa Payton

Custodial Staff: Crystal Gregory, Pamela McCullough

Honea Path Elementary School

Honea Path Elementary School is fully accredited by the state of South Carolina and by AdvancEd. This means our students are guaranteed a certain level of high quality education that is consistent with other excellent elementary schools throughout the nation.

Honea Path Elementary has great expectations of our students and an overall goal of providing an educational foundation that our students can build their future upon. Honea Path Elementary has an excellent history of community involvement. Our PTO helps bond teachers, parents, children, and community.

The school offers parenting classes in school and has an active outreach-parenting program in neighborhoods. A good working relationship between Honea Path Elementary, the town, businesses, youth organizations, and many local churches has created a unique setting where children have the right to be safe, to be nurtured, and to learn.

Honea Path Elementary - Beliefs, Mission, & Vision

Belief Statement:

- Each person needs to be treated with respect, patience, understanding, & fairness.
- Each person deserves a safe learning environment. Students have a right to learn and teachers have a right to teach.
- Each student has a right to be educated to his or her greatest potential.
- Cooperation between home, school, and community is essential to a quality education in a changing world.
- All children can learn in an appropriate environment.

Mission Statement

The mission of Honea Path Elementary, in partnership with the community, is to prepare lifelong learners to be productive citizens in an ever-changing world by providing a quality education in an environment conducive to learning.

Vision Statement

Respecting the Past.....
Embracing the Future.....
Opening the World.....

School Pledge

I pledge to:

“Bee” Cooperative
Encourage Others
Show Respect
Take Responsibility

I will strive to “Bee” my best; at school, at home and in my community.

Student Attendance

Student attendance is extremely important to academic success in school. Parents/guardians should make every attempt to have their child at school all day every day.

- **It is important for all students to be in school all day. Please do not pick up your child early unless absolutely necessary.**
- Should a student be absent from school a parent note should be submitted the day the student returns.
- The information below should be included in the parent note:
 1. The student's name
 2. The date(s) of the absence(s)
 3. The reason for the absence
 4. A parent's or guardian's signature
- If the student is absent for a medical reason and has been seen by a physician a doctor's note should be submitted the day the student returns to school.
- Habitual absence, lawful and unlawful, will be referred to the attendance office. Excuses for absences must be given to the teacher the day the student returns.

Schedules

7:15 Doors open for students

7:15-7:50 Breakfast is served. **Students arriving after 7:50 will not have the opportunity to eat breakfast in the cafeteria.**

8:00 School day begins. Any student dropped off after 8:00 is tardy and will need to report to the front office.

2:45 Students are dismissed.

*A daily classroom schedule will be provided by the teacher.

Morning Drop-Off

- Students may enter the building beginning at **7:15 AM**. See Transportation sheet for drop-off location.
- Immediately upon arrival, all students should enter the school building.
- Students eating breakfast should report to the cafeteria. All other students should report to the gym.
- If a parent/guardian needs to enter the building, please park in the parking lot and proceed to the office.
- Buses and nursery vans will drop off in the bus loop in front of the school.
- **Parents are not allowed to drop off or pick up students in the bus loop area of our school in the morning (7:15 – 8:00) and afternoon (2:15 – 3:15) unless special permission has been given by school administration.** Only buses are allowed in this area during these times.

Afternoon Dismissal

- School will be dismissed at **2:45 PM**.
- All changes in transportation must be made by 2:00.
- If you are picking up your child, you must have your child's car tag.

- K5 through fourth grade students, except students in Mrs. Adams' and Miss Shuler's classes, will exit the building on the Wilkerson Blvd. side of the building.
- 5th grade students and Mrs. Adams' and Miss Shuler's students will exit on the 5th grade side of the building.
- **All cars must be in the car line. We will not dismiss students except through the car line.**
- **Students will not be dismissed early from school after 2:15 except for emergencies. All parents picking up students after 2:15 will need to proceed to the car line. If you need to pick up your child early, please do so before 2:15.**
- **All students should be picked up from school no later than 3:00.**

Student Discipline

We have "**Great Expectations**" for our students.

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- We will cheer each other to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.
 - Students will be rewarded through our HOUSE system for following the expectations.
 - Students who meet the expectations will participate in quarterly HOUSE competitions.
 - Each grade level will recommend a student for the Principal's Top Bee award each month.
 - Students who do not follow the expectations will receive a deserving consequence.
 - Students who repeatedly do not follow the expectations will face natural consequences.
 - Please communicate with your child's teacher if you have questions/concerns regarding behavior or consequences.

Student Dress Code

The student dress code is listed below. Parents will be notified by the teacher if a student is not meeting the dress code so appropriate clothing can be brought to school.

- Students should dress neatly & appropriately.
- Hair should be a natural color.
- Shorts should be longer than the students' fingers when extended down the side of their body.
- Open midriiffs and see through clothing are not allowed.
- Straps on tank-top shirts must be at least two fingers wide.
- Shoes are to be worn at all times.
- No hats are to be worn inside the building.
- Parents should also observe the dress code when visiting the building.

Visiting Classrooms/Teachers

- We are more than happy to have you come and join us at school. Our doors are always open.
- If you need to meet with a teacher please contact the teacher in advance to set up a day and time.
- If you plan to send goodies for your child's birthday, please communicate with teacher to ensure you have the correct number of goodies. Please do not send anything that contains nuts due to potential allergies.

Academic Expectations

At HPE students are expected to "BEE" their very best. We expect all students to give their best effort in the classroom. All students are expected to participate in all classroom activities and complete all classroom assignments. Consequences may result from a lack of participation.

Textbooks

The state provides textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

- The fine schedule is as follows:
- Torn pages 25%
- Damaged cover 25%
- Ink or pencil marks- minor \$1.00/page or major 25%
- Loose bindings-due to apparent abuse 50%
- Minor water damage (no mildew) 50%
- Missing pages 100%
- Obscenities – drawn or written 100%
- Damages that prevent re-issuing books (Including any mold or mildew) 100%
- Missing bar codes (if applicable) 100%

Student Assessment and Grades

- Students will be assessed formally and informally to determine progress.
- Students will receive a report card and the end of every quarter. Students will also receive a progress report at the midpoint of each quarter. Students in grades Kindergarten, 1, and 2 will receive a standards based report card. Students in grades 3, 4, and 5 will receive a letter grade based report card.
- Students will take the following standardized assessments this school year:
 - K4 - PALS Reading Assessment
 - K5 – DRA2 for Reading, i-Ready Diagnostic for Math and Reading, District Growth Assessments for Writing
 - 1st and 2nd Grade – i-Ready Diagnostic for Math and Reading, District Growth Assessments for Writing, Science, and Social Studies
 - 3rd, – i-Ready Diagnostic for Math and Reading, District Growth Assessments for Science and Social Studies, SCREADY for Writing, Reading, and Math

- 4th, and 5th – i-Ready Diagnostic for Math and Reading, District Growth Assessments for Science and Social Studies, SCPASS for Science and Social Studies, SCREADY for Writing, Reading, and Math
- Parents/Guardians can access student grades on the Parent Portal at any time.
- Parents/Guardians are encouraged to speak with the child’s teacher regarding grades at any time. Please contact the teacher to set up a conference.
- **Grades 3, 4, and 5 will use a 10 point grade scale.**
 - **Grade Scale: A(100-90), B (89-80), C (79-70), D (69-60), and F (59-0)**

Permanent Records

- A permanent record is maintained in the school office for each student.
- All information in the permanent record is confidential and is accessible only to the professional staff, and the student’s parents/guardians.

Student Promotion & Retention

- A letter regarding Promotion / Retention is included in the online registration.
- The promotion/retention policy is located on the ASD2 website, www.anderson2.org, under board policy.

Special Services

- A special education program is provided for students who qualify for special services. Due process procedures are followed in the identifying and placement of children. Written permission for a psychological evaluation and placement must be obtained from the parents, a staffing committee must recommend placement, and an individualized educational plan must be written for the student.

Change of Address/Phone Number

- In case of emergency, we must have current addresses and telephone numbers of students at all times.
- Please notify the schools immediately when there are changes in your address and telephone number.

School Telephone

- The use of the school phone is limited to school-related and emergency situations.
- Neither students nor teachers will be called to the telephone except in an emergency.
- If you need to communicate with your child during school, please leave the message with the secretary and he/she will deliver the message for you.

School Administration

- School Administration has an open door policy and welcomes input from the community and parents.
- Normal working hours are 7:30-4:00.
- We ask that you call the school office to schedule appointments with administration in advance.

Insurance

- Information about school insurance is provided to all parents online during online registration.
- School insurance is optional, but encouraged.

- The school does not automatically cover student's expenses when injuries occur.

Calendar of Events

- All district and school calendars are accessible on our school website. If you would like a paper copy, please contact your child's teacher.

Accidents, Emergencies, Illness, and Medication

- Every effort is made to prevent accidents at school. However, in case of an accident, first aid is given by school personnel. In all cases of serious illness or accident, every effort is made to contact the parents. If the child needs more than first aid, the school will contact the parent/guardian. If the parent/guardian can't be reached we will follow your directions on the information sheet and enrollment form.
- **Please be sure the school has your current phone number, business numbers, and at least two additional emergency numbers.**
- We cannot administer any form of internal medicine (prescription or nonprescription) without a physician's signature. All medications should be given to the school nurse.

School Messenger

- We will use a school messenger system to notify you of upcoming events.
- Please make sure we have your correct phone number so you can receive the messages

Emergency Closing of School Due to Severe Weather

- The superintendent of ASD2 will determine if school is dismissed early or closed for an entire day.
- Early closings and closings will be communicated through local radio and television stations.
- Early closings and closings will also be communicated through our social media accounts.

PTO

The PTO coordinates all PTO activities and advises the school principal on needs and programs. The PTO welcomes your support.

Lunch Money

- To eliminate the possibility of your child losing his or her lunch money, please place the proper amount in an envelope and send to the homeroom teacher.
- You can also make deposits online through the parent portal.
- Paying for meals can be difficult. We encourage you to complete a free and reduced meal application for each of your children.

Breakfast is .90 per meal. (\$4.50 for 5 day week)

Lunch is \$1.90 per meal. (\$9.50 for 5 day week)

(Students who wish to eat breakfast must be at school by 7:50 a.m. each day.)

Visitors

- **For the safety of our students and staff all visitors must report to the office and sign-in using our Check-In system.**
- Please ring the bell on the right side of the entrance door to be buzzed in by office staff.
- If you need to meet with a teacher, please contact the teacher to set up a conference time. All teachers should respond to your request within 24 hours.
- Please do not surprise your child's teacher by showing up at their door unannounced. They are required to supervise all students at all times between 7:45 and 2:45. They will be more than happy to meet with you at a scheduled time.
- **No visitor should park in the bus loop between the following times: 7:15AM to 8:00AM and 2:15PM to 3:15PM.**

Field Trips

- Only students that have returned a permission slip signed by their parent/legal guardian will be allowed to participate.
- All students who participate in field trips will ride the bus to the location and back to HPES.
- All parents who wish to chaperone a field trip are required to be on the ASD2 volunteer list. Any parent/guardian who would like to be on the volunteer list will need to contact the school to receive a volunteer application.