

**PARENT
STUDENT
HANDBOOK
2017-2018**



HOMELAND PARK PRIMARY SCHOOL



Dear Parents,

Welcome to Homeland Park Primary School! We, the faculty and staff, appreciate the challenge of working with your child this school year. Each year brings with it new and varied opportunities for students, teachers, and parents.

Our faculty is committed to providing an instructional program that is adaptable for each child and a school environment that is conducive to valuable learning experiences.

One of the key factors in maintaining an outstanding educational program is to have a cooperative relationship with our parents and the community. To help us fulfill our commitment, **PLEASE REVIEW THIS HANDBOOK AND ITS CONTENTS WITH YOUR CHILD.**

We are grateful for your cooperation and support as we work with you and your child this year.

The school day begins at 7:55 a.m. and students are counted as tardy if they arrive after 8:00 a.m. Students are dismissed from school at 2:30 p.m.

The school's office hours are 7:45 a.m. to 3:00 p.m., Monday through Friday. Please don't hesitate to call us at 260-5125 if you have any questions or concerns.

Sincerely,

Gary Bruhjell

Gary Bruhjell, Principal



MISSION STATEMENTS

The mission of Anderson School District Five is to educate students who are college and career-ready and will positively contribute to an ever-changing world.

The mission of Homeland Park Primary School is to establish a positive foundation by providing a nurturing and challenging problem-based learning environment empowering all students to reach their full artistic and academic potential in an ever-changing world.

BELIEFS

All students are capable of learning.

A safe, secure, positive environment is essential for learning.

Teacher, parent, and community involvement is critical in the educational process.

Each student is a unique and valued individual whose self-esteem is enhanced by mutual respect between students and staff.

Students learn best when they are actively engaged in meaningful learning opportunities.

With every right comes responsibility.

The curriculum will include innovative and integrated approaches to STEAM education that accommodates the different strengths and learning styles of students.

Instruction will provide for advances of an ever-changing world.

Lifelong health habits are vital in creating citizens who are physically, mentally, and emotionally prepared for the future.

Students will understand and appreciate people from other nations, who speak other languages and have different cultural backgrounds.

Students will see the world through the eyes and minds of others.

Students will be equipped with the 21st century skills necessary to be successful in our global society.

As defined by the Partnership for the 21st Century Skills Framework, these skills are grouped into three major categories: Learning and Innovation Skills, which include creativity, critical thinking, communication, and collaboration; Information, Media, and Technology Skills, which involve effectively using, managing, and evaluating information from digital technology and communication tools; and Life and Career Skills, which include flexibility and adaptability, self-direction, teamwork, appreciation of diversity, accountability, and leadership.

Enable students to become lifelong problem solvers through the utilization of an engineering design process.

Students will learn how to be good stewards of our planet.

HOMELAND PARK PRIMARY FACULTY AND STAFF

Four-Year-Old Kindergarten	Office Staff
Dedra Watson	Gary Bruhjell, Principal
Summer Evans, Assistant	Elizabeth Bowen, Assistant Principal
Tracy Hudgens	Krystal Smith, Secretary
Marsha Campbell, Assistant	Jo Pickens, Office Assistant
Jennifer Smith	Marie Watt, Nurse
Anna Leisa McCurry, Assistant	
	STEAM/Math Coach
Five-Year-Old Kindergarten	Michelle Traynum
Holly Bearden	
Cheryl Robinson, Assistant	Academic Success Coach
Lauren Vaughn	Lauren Holzshu
Haven Jones, Assistant	
Nicole Dorski	Reading Coach
Carrie Flemming, Assistant	Patsy McGregor
Jamie Willis	
Sharon Mattison, Assistant	Special Education & Student Services
Nicole Ballew	Ruby Wooten, Resource
Lisa Pond, Assistant	Melissa Knowles, Speech
Caroline Wright	Candace Maddox, Intervention
Christine Sharp, Assistant	Brianna Hawkins, Reading Recovery
	Emily Berry, Guidance
First Grade	Susan Walker, ESOL
Stacy Kubu	Lisa Hixenbaugh, Psychologist
Kellie Cathey	Jan Martin, Mental Health
Kimberly Eargle	
Cortney Glew	Custodial Staff
Yvonne Nix	Lynn Harris, Head Custodian
Shelby Spencer	Kiki Watson
	Elsa Molina
Second Grade	
Cheryl Archie	Cafeteria Staff
Lauren Chavis	Teresa Jefferson, Manager
Candace Kyle	Carol Hart
Dorienne Williams	Donna Gillespie
Brandi Kelley	Hattie Gaines
James Rash	Vicki Shifflet
Music	Art
Lindsay Morgan	Candice Stanzione
Physical Education	Media Center
Mike Polson	Amanda Totman

DISTRICT ADMINISTRATION

ANDERSON SCHOOL DISTRICT FIVE
400 PEARMAN DAIRY ROAD
PO BOX 439, ANDERSON, SC 29622
TELEPHONE 260-5000 - FAX 260-5074
www.anderson5.net

Mr. Thomas Wilson	District Superintendent
Mr. Mike Mahaffey	Assistant Superintendent for Human Resources
Mr. Tripp Dukes	Assistant Superintendent for Assessment and Elementary Education
Mrs. Amy Heard	Chief Financial Officer
Dr. Jerome Hudson	Assistant Superintendent for Student Services
Mr. Kyle Newton	Director of External Affairs
Mr. Darryl Webb	Director of Transportation (260-5070)
Dr. Brenda Harper	Director of Special Education
Mrs. Mary Kay	Lead Teacher for Elementary Special Education Services
Mrs. Sabrina McCall	Director of Human Resources and Teacher Effectiveness
Mrs. Brenda Kelley	Director of Elementary and Early Childhood Programs
Mrs. Amy McCoy	Director of Middle and High Programs
Mrs. Kim Morgan	Director of State and Federal Programs
Dr. Veta New	Assistant Superintendent of Middle and High Education
Dr. Cory Williams	Director of Student Management
Mrs. Sherry Martin	Director of Administrative Services
Mr. Henry Adair	Student Services Administrator
Mrs. Janis Bolden	Director of Nursing Services
Mrs. Dana McClung	Director of Finance
Mrs. Sharon Hunt	Director of Food and Nutrition
Mr. Wess Grant	Chief Operating Officer
Mr. Ben Willis	Director of Technology
Mrs. Pamela Hassan	Director of Purchasing

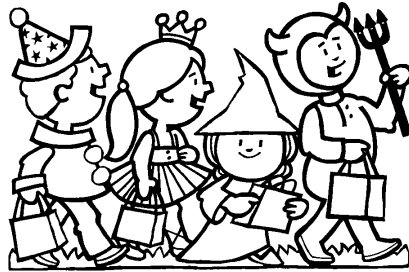
DISTRICT BOARD OF TRUSTEES

Mr. Rick Bradshaw, Chairman (Area Six)
Mr. John Wright, Jr. (At-Large)
Dr. Sandy Addis (At-Large)
Mrs. Ann Huitt (Area One)
Rev. Johnny S. Donald, Jr. (Area Two)
Mr. Tommy Price (Area Three)
Mr. Paul Zugg (Area Four)
Mr. Harold Kay (Area Five)
Mr. John P. Griffith (Area Seven)

School Board policies can be found on the district's web site (www.anderson5.net) under the heading "District Information."

Our goal is for the Homeland Park Primary School PTO to become a strong and viable organization. All parents and faculty members are encouraged to join and participate. The PTO will be facilitating many Title I activities this year for the benefit of our students and school community.

Homeland Park's
Spooktacular
Thursday, October 26, 2017
5:30-7:30 PM



Polar Express
Literature Adventure
Saturday, December 9
10:00 AM
Come enjoy donuts, story time with "The Grinch" and a visit with Santa!

Parent "Toolbox Talks"
General PTO Meetings
This is an opportunity to learn more about grade level requirements, instructional strategies, STEAM, and expectations. The PTO will provide information about upcoming events and activities.
August 29, 6:00 PM
October 10, 6:00 PM

Kids' Toolbox
February 20
6:00 PM

Kids and parents work together using the engineering design process!



Grandparent Lunches

This is a time for grandparents (or other adults) to join us for lunch!
November 13, Four-Year-Old Kindergarten
November 14, Five-Year-Old Kindergarten
November 15, First Grade
November 16, Second Grade



Morning “STEAM”

Parents learn more about the school’s curriculum and standards. Students join their parents for an interactive learning session.

- September 15 – First Grade, 8:00 AM
- October 6 – Second Grade, 8:00 AM
- November 17 – Five-Year-Old Kindergarten, 8:00 AM
- January 19 – First Grade, 8:00 AM
- March 9 – Five-Year-Old Kindergarten, 8:00 AM
- April 20 – Second Grade, 8:00 AM



Student Spotlight Nights

Students will “show off” their musical, artwork, and writing talents. Parents will learn more about how they can help with writing at home.

- December 14 – First Grade, 6:00 PM
- March 6 – Second Grade, 6:00 PM
- April 26 – Five-Year-Old Kindergarten, 6:00 PM

Other PTO/Title I Sponsored Programs and Events:

Book Fairs
Technology Enhancements
Visiting Authors
Guest Performances
Artists-in Residence
Awards Programs
Student Recognition

The Mission of the Parent Teacher Organization

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

PTO BOARD, SCHOOL IMPROVEMENT COUNCIL AND TITLE I MEETING DATES

September 14, 8:15 AM
December 14, 8:15 AM
March 15, 8:15 AM

October 19, 8:15 AM
January 18, 8:15 AM
April 19, 8:15 AM

November 16, 8:15 AM
February 15, 8:15 AM
May 17, 8:15 AM

ATTENDANCE

The school believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, we recognize that some absences are unavoidable.

The district will consider students **lawfully** absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family (those with whom the child resides).
- There is a recognized religious holiday of their faith (need confirmation on letterhead from religious organization).
- There is a doctor or dentist appointment and a statement of doctor's care verified in writing by the doctor or dentist upon the student's return to school. **Students are required to attend school before or after a scheduled appointment.**
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

The district will consider students **unlawfully** absent under the following circumstances.

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

Excuses

Any student absent from school must present a written excuse, signed by his/her parent or legal guardian or doctor on the first day back to school after an absence. A valid excuse should include the student's name, the date(s) of the absence(s), the reason(s) for the absence(s), a parent/legal guardian signature, and a telephone number where the parent/legal guardian can be reached. The school administration will keep all excuses confidential.

Doctors/parents may fax excuses to the school at 375-2042 (Attn: Data Clerk). Parents may send excuses to the school's data clerk via e-mail at jopickens@andeson5.net.

If a student fails to bring a valid excuse to school by the tenth day back to school after an absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

Tardiness/Late Pick-Up

The district expects students to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program and may be subject to disciplinary actions. Habitually tardy students or students who are picked up late from school may be referred to the district's attendance office after school-based intervention with the parent and student is unsuccessful.

Minimum Day:

A student who misses a portion of a school day for a lawful reason will be counted present if he/she is at school for a minimum of two hours.

Consequences for Student Absences:

A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered **truant** as defined by state board of education regulation.

After three consecutive unlawful absences or a total of five unlawful absences occur, school officials will do the following.

- Notify the parent/legal guardian of the absences using the appropriate form.
- Hold a conference with the student and parent/legal guardian at which time they will identify the reasons for the absences and develop a plan to improve future attendance. The student and the parent/legal guardian will sign this plan.

Refusal by the parent/legal guardian to cooperate with the school intervention plan can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

After 10 unlawful absences, school officials will notify the parent/legal guardian of the absences. School officials will review the plan for improving attendance with the parent/legal guardian and student and re-clarify the consequences of continued absences.

After 10 lawful or unlawful absences, the principal of the school will approve or disapprove each succeeding absence.

If a student transfers to another public school in the state, the district will forward the student's intervention plans to the receiving school.

Make-up Work:

Teachers will permit students to make-up work missed during a lawful absence as long as the student makes appropriate arrangements within a reasonable time as determined by the teacher.

ARRIVAL AND DISMISSAL

Arrival

Students are expected to arrive at school on time. Students who enter classrooms late are disruptive to the instructional program. Habitually tardy students will be referred to the district attendance officer.

School begins on Tuesday, August 22, 2017. When bringing children to school each morning, drivers should use the designated entrance to the gym only. The main entrance in front of the school is for bus students only. The day begins promptly at 8:00 a.m. Students should be in the building and ready to begin by 7:55 a.m. Students may arrive as early as 7:00 a.m. when the doors are unlocked (make sure a school official has unlocked the door before you leave your child). **Students arriving after 7:55 a.m. must report to the office with an adult before they may enter class.**

Dismissal

School is dismissed at 2:30 p.m. Car riders will be dismissed to the gym where they are to remain seated until their name is called to exit the building to their car. Students must enter the car with assistance from teachers on duty. Please use extreme caution and observe traffic before pulling away from the curb. Supervision cannot be provided for students after school. Parents should make arrangements to pick up their children promptly each afternoon. Children who are picked up late on a regular basis will be referred to the county attendance officer.

Walkers

Children should not arrive at school before 7:00 a.m. When walking to and from school, children should be escorted by a parent or other responsible adult. Students should be brought to the gym entrance and can be picked up in this same location.

Bus Transportation

Bus transportation can be arranged by calling the district transportation department at 260-5000, Ext. 10287. Students should ride only the bus to which they have been assigned. Students will get on and off the bus at the same location each day. **Students in grades K-2 are not allowed to get off the bus without a parent at the bus stop unless a transportation waiver has been signed and on file at the school and the District Transportation Office.** A written note from the parent is required for a change in bus transportation. Any changes must be cleared with the office ahead of time. To ensure the safety of all students to and from the school, it is important that every student obey the following rules:

- Board and leave the bus in a quiet, orderly manner.
- While on the bus, students will talk at an acceptable volume level.
- Students must remain seated at all times.
- Obey all other safety rules that the bus driver has listed.

EARLY DISMISSALS

Parents/parent designees need to come to the office and sign out students for early dismissal. The school has the right to refuse dismissal if we believe the pick-up does not have parental approval. Possible reasons for students leaving school early may include illness, medical appointments, and family emergencies.

Students will not be allowed to leave with anyone other than the parent/guardian unless prior notification has been made with the office by the parent. Students will not be allowed to leave with anyone under the age of 18. This is for the protection and best interest of your child.

If a parent/guardian consistently picks up his/her child prior to the end of the school day, he/she will be in violation of the SC Compulsory School Attendance Law, Section 59-65-10. Violation of the law could result in a referral to Family Court.

VOLUNTARY ACCIDENT INSURANCE

Information about accident insurance for students is available on the district's website under the "Parents" heading (<https://www.anderson5.net/domain/2838>). There are two plans that are available (school-time coverage for \$21.40 and 24-hour coverage for \$86.65). While the carrying of insurance is optional, you are urged to take it, as it will help you with expenses in case of an accident. Most injuries that occur at school are unavoidable and not covered through the district's insurance policy. If a student is injured, he or she may be treated by his or her own private physician, medical clinic or in the hospital emergency room. The student is responsible for seeking treatment, filing personal insurance and all costs associated with injury accidents.

NON - STUDENT ACCIDENT ON CAMPUS

If a visitor is injured on campus, he or she may be treated by his or her own private physician, medical clinic or in the hospital emergency room. The visitor is responsible for seeking treatment, filing personal insurance and all costs associated with injury accidents.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be replaced. All monies collected are recorded by the secretary and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

LOST AND FOUND

Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name. Students are asked to turn in lost and found items to the designated area. Students and parents are urged to look for lost items. School staff members do not go through the lost-and-found to determine ownership and return items. This is the child's responsibility. All items not claimed will be donated to charity on the 15th and 30th of each month.

CHANGE OF ADDRESS/PHONE NUMBER

It is necessary that we have your current address and phone numbers at all times. The address must be a street address, not just a post office box number. This information is important in cases of emergency. Please notify the school immediately if there are any changes. You can send a note or email the school's secretary, Krystal Smith, at krystal.smith@anderson5.net.

MONEY SENT TO SCHOOL

Children should not bring money to school except for specific purposes. When you do send money with your child, please place it in an envelope with the student's name, the amount, and the purpose written on the envelope. Neither the teacher nor the school can be held responsible for money or other items that are lost.

SCHOOL TELEPHONES – NO CLASSROOM TELEPHONES

The school telephone number is 260-5125 (FAX: 375-2042). Teachers do not have telephones in the classroom, so messages should be sent directly to teachers via e-mail.

Parents wishing to talk with teachers on the phone are requested to call the teacher during his/her planning period or right after school. Teachers cannot leave their classrooms for telephone conferences during instructional time.

Students wishing to call parents may use the phone **for emergencies only**. Arrangements for after-school activities of students should be made before the child leaves home. The school telephone is a business phone and should be used as such by staff, students, and parents. Calls must be brief.

SCHOOL BREAKFAST AND LUNCH PROGRAMS

There is no cost for any student eating breakfast or lunch at Homeland Park Primary. However, guests who eat in the cafeteria will be charged for their meals. Parents are always welcome to eat with their children. This is a great way to see your child and meet his/her friends at school. There are a few rules parents/students need to be aware of concerning the lunchroom:

- Students are not allowed to bring carbonated drinks to school.
- Students are not allowed to use microwaves. Teachers may not heat food for students.
- Parents are not allowed to bring in food from commercial restaurants for students.
- Parents are not allowed to take pictures in the cafeteria.

STUDENT DRESS POLICY

Anderson School District Five students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

Items that can be worn:

1. Pants, shorts and skirts that are worn at the waist.
2. Dresses, skirts, shorts or pants that show no visible skin above the knee. Clothing should not touch the floor. Exceptions to length of shorts may be made for Special Olympics, field days, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement.
6. Shoes or sandals.
7. Accessories or clothing that does not pose a safety threat to self or others.
8. Clothing that is not see-through.
9. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
10. Leggings, jeggings, yoga or exercise pants may be worn with a blouse, sweater or top that comes to the mid-thigh.

Prohibited Items:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings.
2. Items advertising alcoholic beverages, tobacco, narcotics profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols.
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.
6. Sleeveless tops/shirts.
7. Clothing that is see-through.
8. Provocative and suggestive clothing.

General Dress Code Statements

1. Sagging pants will not be tolerated.
2. Pajamas and bedroom shoes may not be worn.
3. The school administration reserves the right to prohibit any item of clothing or symbols that are inappropriate or disruptive to the daily operation of the school.
4. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.

TOYS, GAMES, CELL PHONES, VALUABLES

Students will not be using cell phones for instructional purposes at Homeland Park Primary. If your child does have a cell phone at school, it must be in his/her book bag and turned off. If a cell phone becomes a disruption, it will be confiscated and will need to be picked up in the principal's office by a parent or guardian. The school will not be responsible for lost or stolen devices.

Students are not to bring electronic games, toys, or anything of value to school. Neither the teacher nor the student can be held responsible when items are lost or stolen.

EMERGENCY DRILLS

A fire drill will be held once each month in accordance with state laws. Each teacher will be responsible for instructing pupils on the manner and route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Instruction and drill will be provided in preparation for tornadoes or severe weather conditions, unwanted intruders, and for the evacuation of buses.

VISITORS

All visitors are required to stop by the office and register using the Lobby Guard. This instrument is connected to the Sex Offender Registry. Each visitor must swipe their driver license into Lobby Guard upon entering the front office area. The Lobby Guard will then print a visitor pass. This visitor pass must be worn at all times while visiting the campus. This regulation is necessary for the protection of your child and to prevent unauthorized persons from wandering at will through the school building.

We encourage parents to visit in the classrooms, but ask that you keep your visits short to avoid disruptions to the instructional program. Classroom visits must be approved by an administrator with advanced notice.

SCHOOL CLOSING (WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on the local television and radio stations. **Parents are also encouraged to check the district's web site (www.anderson5.net) for current school closing information.** In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

Here are some things to keep in mind in case there is a 2-hour delay:

- Breakfast will not be served at school.
- Students may not be dropped off before 9:00 a.m.
- School will begin at 10:00 a.m.
- Buses will be at their stops two hours after the normal time. For example, if the bus normally picks you up at 6:45 a.m., be at your stop by 8:45 a.m.
- Students will be dismissed at the regular time.

DROPPING OFF STUDENT MATERIALS

If a student forgets something at home (book bag, water bottle, snack, lunchbox, jacket, etc.), parents may drop it off in the office. The office staff will e-mail the teacher, but cannot guarantee that the student will get the item immediately. The secretaries are not allowed to interrupt classroom instruction for deliveries.

SEXUAL HARASSMENT

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct that could be viewed as sexual harassment. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Any student who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels he/she has been subjected to sexual harassment, is encouraged to file a complaint. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

ACCIDENTS AND ILLNESS

Every effort is made to prevent accidents. However, school personnel, in case of an accident, will administer first aid.

The school will exercise extreme care and caution if a decision involving the health or safety of the child must be made following an accident or other emergency.

If your child becomes sick or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

Please remember that we cannot keep sick children at school.

HEALTH ROOM

Homeland Park Primary has a full-time licensed practical nurse. Children in need of medical attention will be sent to the health room.

The school nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first-aid necessary, depending upon his/her symptoms. As a health professional, the nurse will determine if parents need to be contacted. Finally, the health room does not have aspirin or any other medications and the nurse cannot administer any medicine without permission from the parent.

IMMUNIZATIONS

According to state law, all students must have an up-to-date South Carolina Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary vaccinations. A complete list of immunizations required for school can be found on the SC DHEC website: <http://www.scdhec.gov/Health/docs/Vaccine/School%20Attendance.pdf>

ADMINISTERING MEDICATION

Please read the following information carefully regarding procedures for administration of either prescription or non-prescription medication during the school day.

Note: All over-the-counter medications (e.g. cough drops, Tylenol, Motrin, etc.) must be brought to school by a parent and given to the nurse with specific instructions for use.

- ❖ Written permission is required for any medication to be administered.
- ❖ A parent or legal guardian must deliver all medication to the school. Students may not transport medication on the school bus. Prescription medication must be in a bottle provided by the pharmacy or physician with the student's name, date, medication, dosage, strength and directions for use. It must also include the doctor's name and pharmacy name and address. Non-prescription medication must be in the drug manufacturer's container.
- ❖ For students requiring daily medication on a long-term basis (more than three weeks), parents may supply the school with no more than a month's supply at a given time.

- ❖ For students requiring medication on a short-term basis (no more than two weeks), parents are strongly encouraged to give the medication at home. However, if this is not possible, the school will administer the medication following the above guidelines.
- ❖ If your child should require medication on an emergency basis (allergic reactions, asthma, migraine headaches, etc.), you may leave the appropriate medication with the school. You will also be asked to provide specific instructions for administration of the medication.
- ❖ No aspirin will be administered without a doctor's statement. Studies have shown that using aspirin to treat the symptoms of viral illnesses increases the chances of developing Reye's Syndrome.
- ❖ All medication left after the last day of school will be disposed of properly.

SC DHEC SCHOOL EXCLUSION LIST

The South Carolina Department of Health and Environmental Control is required by law to publish lists of those conditions that if children are affected should not attend school and childcare settings. Since the lists tell when students should be excluded from (not attend) school, they are sometimes called "Exclusion Lists." There is an exclusion list for schools and also one for childcare settings.

Both lists can be found on the SC DHEC website

at <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>. The purpose of excluding children with illnesses is to prevent the spread of diseases among students by asking that children with such diseases stay out of school. For some of the conditions on the list, parents will be able to tell that the child is not well enough to attend school. However, for some illnesses, only a medical person will be able to tell if the child has a reason to be kept out of school. If your child has one of the conditions on the list, please keep your child out of school and notify the school within 24 hours. Sometimes it may be hard to tell whether to send your child to school. If you think your child may have an infection that can be spread to other children, keep the child out of school and check with your physician. The lists tell you the type of note that your child will need in order to return to school. We hope that your child never has to miss a school day because of illness or disease.

CURRICULUM AND INSTRUCTION

Anderson School District Five provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include reading, spelling, language, handwriting, math, science, social studies, and health. All content areas and other areas of learning are required to meet the standards for classroom instruction established by the State Department of Education, the District Five Board of Trustees, and AdvancED.

STUDENT RECORDS

Information concerning the maintenance of and access to student records is contained in the Anderson School District Five Student Information Packet (Board Policy JRA-R). You can view this policy by going to the district website at www.anderson5.net and looking under the section titled "District Information."

When a special education student transfers from this school to a school outside of Anderson School District Five, the Director of Special Education/designee will send a copy of the student's special education information to the receiving school. This procedure will facilitate the exchange of records between school districts and prevent delays in the provision of free and appropriate public education.

GRADING

Students are graded at their instructional level. They receive daily, weekly and other periodic grades from their teachers.

Progress reports will be generated electronically and issued to students every nine weeks.

All students will receive interim progress reports at the midpoint of each grading period.

Grading for students in kindergarten is as follows:

- 3 The student has met or exceeded the end of grade expectations
- 2 The student has met expectations for his quarter
- 1 The student shows growth/progress
- NI The student needs intensive support at school and home. An empty box indicates that the standard was not assessed or reported for the quarter

Grading for students in first grade is as follows:

E	90-100	Excellent Progress
S+	80-89	Satisfactory Plus
S	70-79	Satisfactory Progress
N	60-69	Needs Improvement
U	59 and below	Unsatisfactory

Grading for students in second grade is as follows:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59 or below	Failing

HONOR ROLL (SECOND GRADE)

To be eligible:



- ❖ A student must make all A's to be on the "A" honor roll.
- ❖ A student may have any combination of A's and B's to be on the "A/B" honor roll, including all B's.
- ❖ Handwriting and Citizenship are not included in determining either "A" or "A/B" honor roll.

STUDENT CODE OF CONDUCT

Homeland Park Primary will be an orderly, disciplined school where students are responsible and accountable for their actions. Students are expected to act with respect for each other, as well as teachers, staff, and other adults with whom they have contact.

Each classroom teacher has a set of classroom rules and consequences. Parents will receive a copy of the teacher's behavior plan at the beginning of the year or when a child is enrolled during the year. In addition, students will receive instruction on bullying prevention throughout the year from teachers and counselors.

Most discipline problems can and should be handled between the teacher and the student. If, however, the offense is serious or if inappropriate behavior continues, the student's parents will be notified.

Prior to a student being referred to the office, it is expected that the teacher will have followed the procedures established in his/her behavior plan; i.e. verbal warning, conferencing with student, parent contact by phone or letter, and parent conferencing. These steps shall be documented.

When it becomes necessary to refer a student to the office, the teacher will complete a discipline referral form to be sent home with the student. This documentation is necessary and will be utilized in making decisions concerning consequences.

The school administration will then use the Anderson Five "Student Code of Conduct" to determine the appropriate course of action. The district will send home a copy of the Anderson Five "Student Code of Conduct" for parents to review, sign and return to school. This plan will be used for the overall management of students at Homeland Park Primary.

HARRASSMENT, INTIMIDATION OR BULLYING

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student on the basis of race, gender, sexual orientation or disability.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, web-based, or cellphone or text-based resources, including videoing other students and/or posting such videos on sites such as, but not limited to, Facebook, MySpace, YouTube, Twitter, if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

HOMEWORK

Homework is an important part of the learning process.

It is an extension of classroom activity and assignments should be challenging and meaningful.

It serves a valid purpose and shall be adapted to varying abilities and needs.

Homework is defined as that work assigned to a student to be completed outside the regular classroom. It shall be a relevant extension of the instructional program given only after direct instruction and guided practice.

It may be assigned by the teacher or a creative effort initiated by the student's interest and motivation.

For the purpose of this policy, "*homework for practice*" (initial skill reinforcement) is distinguished from other kinds of homework (e.g., reports, research projects, Invention Convention projects, presentations, reading assignments, integration and application of learned skills, and take home tests).

It is inappropriate to use scores on "*homework for practice*" to determine report card grades.

However, "*homework for practice*" scores may be used with other daily participation scores when calculating report card grades.

Scores for all other homework may be used when calculating report card grades.

Some of the purposes of homework are:

- to provide independent practice and the integration and application of learned skills,
- to inform students of their progress toward skill mastery,
- to serve as a tool used by the teacher to plan future instruction,
- to develop good study habits which simulate voluntary effort, initiative, independence, responsibility and self-directed learning,
- to promote thinking and to provide the opportunity to develop or expand creative ability,
- to increase knowledge and to prepare for new knowledge,
- to encourage a carry-over of worthwhile school activities into permanent leisure interests,
- to incorporate help and resources of the home and family,
- to challenge every student, and
- to provide motivation and interest.

SEX OFFENDER REGISTRY

State law requires the Anderson County Sheriff's Office to provide schools and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed on the school's website or at <http://www.communitynotification.com>.

STUDENT RECOGNITION

Students are honored in many ways for their achievements and accomplishments at Homeland Park Primary. The school is continually looking for new ways to recognize students.

Tigers in Action

Throughout the school year, students will be nominated by faculty and staff for the Stingers in Action award. "Stingers in Action" is a program recognizing students who go above and beyond and are caught "Doing the Right Thing!" These students receive a necklace and earn an opportunity to eat pizza with the principal.

American Citizenship Award

This award is given to one child in each grade level at the end-of-the year Awards Celebration. The recipient promotes citizenship and possesses strength of character and the courage to do what is right.

Honor Roll

Students in second grade are recognized each nine weeks for outstanding achievement on their report cards (see the Honor Roll section of this handbook for eligibility qualifications). These students receive a special ribbon from the principal.

Classroom Awards

Each teacher gives special awards to reward each child on his/her particular strengths.

Special Area Awards

Awards are given each year for participation in special music programs, helping in the library, helping in the cafeteria, participating in clubs, and serving on the Safety Patrol.

Birthday Awards

Students are recognized on the daily announcements and given a special birthday pencil by the principal.

MAP Gains Awards

Students who make gains on MAP testing and reach their goals will be invited to special celebrations throughout the year.

PROMOTION AND RETENTION

Information regarding student promotion and retention can be obtained in the school office or through the district's web site (www.anderson5.net) under the Board Policies listed in the "District Information" section.

Final decisions regarding promotion and retention are made through the school's Intervention Team or IEP Team.

TESTING PROGRAMS

Homeland Park Primary School participates in the district and state testing programs. The Iowa Test of Basic Skills (ITBS), a norm-referenced achievement test, is administered to students in second grade in the fall. Measures of Academic Progress (MAP), nationally norm-referenced tests, are given to students in grades K-2 three times during the school year.

Other assessments of student progress include Developmental Reading Assessments (DRA), chapter tests, unit tests, end-of-book tests, teacher-made tests, portfolio entries, observational checklists, anecdotal records, and district benchmark tests.

MEDIA CENTER

The school's media center is an important part of Homeland Park Primary. The basic function is to help children learn by:

- ❖ providing books and other media for the school's educational programs,
- ❖ helping students develop an interest in reading, and
- ❖ teaching students how to use the media center.

The media center is open from 7:30 a.m. until 3:00 p.m. We encourage students to come anytime during these hours not only for reference work, but also for recreational reading and checking out books. There are no overdue fines. Books are checked out for one week and can be renewed. A charge is made for lost or damaged library books.

Book Fairs are held periodically and reading incentive programs encourage students to enjoy reading.

PLEDGE OF ALLEGIANCE MOMENT OF SILENCE

State law requires that all students say the Pledge of Allegiance at a specific time during each school day.

Any person who does not wish to say the Pledge of Allegiance does not have to participate. The school will not penalize him/her for failing to participate.

Any person who does not wish to participate may leave the classroom or remain in his/her seat.

In addition, state law requires that all schools provide for a moment of mandatory silence at the beginning of each school day.

CONFERENCES

Teachers welcome the opportunity to discuss students' progress with parents. Please do not wait for problems to arise before making contact. We invite you to get acquainted with your child's teacher(s). Conferences can be arranged by notifying the teacher in writing, by e-mail, or by calling the teacher directly. Please, always report to the office before going to a teacher's classroom.

VOLUNTEERS

Homeland Park Primary has a wonderful volunteer program, but we can always use a few more helping hands. Although we'd love to have you come and spend the day helping in the classroom or spending a couple of hours in the copy room, we realize that may not be possible for many parents. So, even if you only have 20 minutes to shelve some books in the Media Center, or you'd rather spend some time at home baking cupcakes, making telephone calls for the PTO, or cutting things out for a teacher, we would really appreciate your help! For more information on how you can become an integral part of your child's school, please contact the school office at 260-5125.

LEGAL CUSTODY

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the rights of the custodial parent, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. In addition, school records will be released to either parent without this document.

FIELD TRIPS GUIDELINES

At Homeland Park Primary, we believe that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important learning activities.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, Anderson School District Five policy requires the school to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete a State Law Enforcement Division (SLED) check through the school. Forms are available in the school office and a fee of \$26.00 is required. The Anderson School District Five SLED check must be processed at least four weeks prior to the scheduled field trip. SLED checks are kept on file for three years, but a new check may be requested at the district's discretion before this time. In addition, the school will perform a National Sex Offender Registry check while processing the SLED check.

Guidelines for Volunteer/Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building administration.

1. All school rules apply on field trips. Chaperones are expected to comply with district policies, follow the directions given by the supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, chaperones:
 - May not use, sell, provide, possess, or be under the influence of drugs or alcohol and may not use tobacco in the presence of, or within the sight of, students.
 - May not possess any weapon.
 - May not administer any medications, prescriptions or non-prescriptions, to students.

3. Students must be supervised at all times. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with their chaperones at all times. Account for all students in your group regularly, especially while getting on and off the bus. Be sure you know when and where to meet the rest of your group at the end of the visit or activity. Please be on time.
4. Siblings of students or guests of the chaperones are not allowed to attend field trips.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Students and chaperones should not purchase food or gifts, unless doing so as part of the scheduled trip (e.g. do not purchase drinks/food from vending machines at rest areas when snacks are being provided).
7. Chaperones should avoid and discourage separate conversations at inappropriate times. Do not carry on conversations with others during instructional times or presentations.
8. Chaperones will be selected based on the particular needs for each trip. However, these recommendations will be taken into account when choosing chaperones:
 - Parent involvement and assistance will be encouraged and, whenever possible, no limits will be placed on parental participation. However, in some cases, only one parent per child will be allowed to chaperone a trip.
 - Parents or legal guardians will have priority over others wishing to chaperone. Only in cases where more chaperones are needed will grandparents or other family members be allowed to chaperone.
 - Once a chaperone has been selected, he or she may not transfer the responsibility or commitment to another parent or family member.
 - Parents or legal guardians of students receiving field trip scholarships will not be allowed to serve as chaperones.
9. Chaperone responsibilities include maintaining order on buses. Chaperones are not allowed to follow buses in personal vehicles, unless approved by school administration for extenuating circumstances.

Finally, parents who are not official chaperones, but show up during the trip, will need to sign out his/her child from the supervising staff and will not be allowed to participate with the school group. The child will be considered absent for the day.

PARENT RIGHTS AND RESPONSIBILITIES

Every parent has the following rights

- to be treated with courtesy by all members of the school staff
- to be respected as an individual regardless of race, creed, national origin, economic status, sex or age
- to secure as much help as is available from the school district to further the progress and improvement of his/her child
- to receive reasonable protection for his/her child from physical harm while under school authority
- to organize and participate in organizations for parents
- to participate in his/her child's school activities (unless prohibited by court order)

Special education

- to be informed of all programs in special education
- to appeal the placement, in accordance with established guidelines, of his/her child in a special education class

Receiving information

- to be informed of academic requirements of any school program
- to be informed of school policies and administrative decisions
- to be informed of procedures of seeking changes in school policies and for appealing administrative decisions
- to expect that school personnel will make every attempt to ensure that parents receive important school news and messages
- to be informed of education and cultural programs available to public school children

Conferences

- to participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare

Records

- to inspect his/her child's cumulative record in conformity with current guidelines established by state and federal governments

Homeland Park Primary School

2017-2018 Calendar

August
 18 Welcome Back Drop-In
 5:00-6:00 PM
 22 Students Return, 7:55 AM – 2:30 PM
 29 Parent Orientation, 6:00 PM

September
 4 Labor Day, No School
 14 PTO/SIC Board Meeting, 8:15 AM
 15 “Morning STEAM”
 1st Grade Parents/Students, 8:00 AM
 19 Fall Pictures
 TBD Interim Reports Go Home

October
 6 “Morning STEAM”
 2nd Grade Parents/Students, 8:00 AM
 10 Parent Toolbox Talk & PTO Meeting
 6:00 PM
 Grades PK, K, 1, 2
 19 PTO/SIC Board Meeting, 8:15 AM
 23-27 Book Fair
 24 First Grading Period Ends
 26 Homeland Park “Spooktacular”
 5:30-7:30 PM
 TBD Report Cards Go Home
 27 Classroom Fall Celebrations
 30 No School, Parent Conferences

November
 10 Veterans’ Day Celebration, 8:30 AM
 13 Four Year Old Kindergarten
 Grandparents’ Lunch
 14 Five Year Old Kindergarten
 Grandparents’ Lunch
 15 First Grade Grandparents’ Lunch
 16 PTO/SIC Board Meeting, 8:15 AM
 16 Second Grade Grandparents’ Lunch
 17 “Morning STEAM” Five Year Old Kind.
 Parents/Students, 8:00 AM
 22-24 Thanksgiving Holiday, No School

December
 TBD Interim Reports Go Home
 9 Polar Express Literature Adventure,
 10:00 AM
 14 PTO/SIC Board Meeting, 8:15 AM
 14 1st Grade Performance, Art Show,
 Writing Gallery: 6:00 PM
 15 Winter Classroom Celebrations
 Dec. 18 – Jan. 1 Christmas Holiday, No School

January
 2 Students Return
 15 MLK Holiday, No School
 16 Staff Development, No School
 4K Parent Conferences
 18 Second Grading Period Ends
 18 PTO/SIC Board Meeting, 8:15 AM
 TBD Report Cards Go Home
 19 “Morning STEAM”
 1st Grade Parents/Students, 8:00 AM

February
 5 Family Book Club Kick-off
 14 Classroom Valentines Celebrations
 15 PTO/SIC Board Meeting, 8:15 AM
 16 Possible Snow Make-up Day
 20 Kids’ Toolbox Talk & PTO Meeting,
 STEAM Activity “Chocolate” Theme
 6:00 PM
 Grades PK, K, 1, 2
 TBD Interim Reports Go Home
 23 Family Book Club Chocolate Party

March
 8 2nd Grade Performance, Art Show,
 Writing Gallery: 6:00 PM
 9 “Morning STEAM”
 Five Year Old Kind. Parents/Students,
 8:00 AM
 15 PTO/SIC Board Meeting, 8:15 AM
 16 Staff Development, No School
 TBD 2018-2019 Kindergarten Registration
 23 STEAM Day
 28 Spring Picture Day
 TBD Third Grading Period Ends
 TBD 2018-2019 First Grade Registration
 30 Possible Snow Make Up Day
 School Holiday
 TBD Report Cards Go Home

April
 2-6 Spring Break – No School
 19 PTO/SIC Board Meeting, 8:15
 20 “Morning STEAM”
 2nd Grade Parents/Students, 8:00 AM
 21 Kindergarten Orientation, 10:00 AM
 26 Five Year Old Kind. Performance, Art
 Show, Writing Gallery: 6:00 PM

May
 30-4 Teacher Appreciation Week
 TBD Interim Reports Go Home
 17 PTO/SIC Board Meeting, 8:15 AM
 25 Field Day
 28 Memorial Day
 29 Four Year Old Kindergarten Awards
 Day, 9:00 AM
 End of Year Celebration Day
 Five Year Old Kindergarten Awards
 Day, 9:00 AM
 End of Year Celebration
 31 First Grade Awards, 9:00 AM
 End of Year Celebration Day

June
 1 2nd Grade Awards, 9:00 AM
 End of Year Celebration Day
 7 Fourth Grading Period Ends
 Report Cards Go Home
 8 Possible Snow Make-Up Day

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