



A TITLE I SCHOOL

4K – Grade 5

Tonna Marroni, Principal

702 Whitehall Road

Anderson, SC 29625

(864) 260-5255

Leigh Anne Lemons – Teacher of the Year

**PARENT/STUDENT HANDBOOK
2016-2017**

Welcome to Whitehall Elementary School

A Global Communication School

Dear Parents and Students,

Welcome to another exciting year at Whitehall Elementary School. Whitehall develops global citizens by providing an intercultural education through technology for communication, and cultural awareness. Whitehall is preparing students to move forward towards college and/or the competitive workplace. We are proud of our accomplishments, and have a commitment to excellence.

The purpose of this handbook is to provide you with easy answers about Whitehall Elementary School and to establish some standard practices for the school staff, parents, and students to follow. This handbook may not answer all your questions, but it will provide you with some insight into the operation of the school.

We encourage you to read this handbook, keep it available for reference throughout the school year, and share any appropriate information with your child. If you have additional questions or concerns, please call or come by the school.

The entire faculty and staff at Whitehall is committed to providing a high-quality instructional program focused on meeting the needs of each student, as well as a safe, orderly, and nurturing environment. Communication between home and school is extremely important. School, parents, and the community working together as a team can make this school year a very successful one for your child.

My door is always open.

Sincerely,

Tonna Marroni
Principal

Welcome to Whitehall Elementary School

A Global Communication School

MISSION STATEMENT

The purpose of Whitehall Elementary is to develop responsible, reflective, and ethical students who are prepared to compete in a global society.

VISION

Whitehall Elementary will provide a rigorous, global curriculum that incorporates languages, technology for communication, and cultural studies. Instruction that focuses on the individual needs and differences of all learners will provide the opportunities for students to reach their full potential.

SCHOOL IMPROVEMENT GOALS

In 2013 we developed a 5-year improvement plan with action plans to address each of the following four goals. Revisions to the improvement plan are made each school year.

Goal 1 – 2015 SC PASS baseline scores will be used to determine an increase in the number of students scoring Met and above in Science and Social Studies in Grades 4 - 5. 2016 SC Ready scores in Reading, Writing, and Mathematics will establish a baseline for improvement in Grades 3 - 5.

Goal 2 – Improve school climate by decreasing discipline referrals.

Goal 3 – Increase teacher morale.

Goal 4 – Increase teacher retention.

School Slogan

“Educating today’s children for tomorrow’s world.”

Mascot

Roadrunner

School Colors
Blue and White

Grades

4K – Grade 5



WHITEHALL ELEMENTARY SCHOOL

A GLOBAL COMMUNICATION SCHOOL
FACULTY & STAFF

ADMINISTRATIVE STAFF

Tonna Marroni, Principal
Missy McKenzie, Assistant Principal
Teresa Cagle, Instructional Coach

OFFICE STAFF

Jennifer Kelly, Secretary
Janice Tomlinson, Data Clerk

NURSE

Peggy Murphy

4-K PRE-SCHOOL

Catherine Hale
Meredith Price

KINDERGARTEN

Erin Martin
Kendall Mauldin
Dawn Smith
Cely Tate

GRADE ONE

Sarah Cordell
Rebekah Blauch
Ashley Rollins
Jessica Sharpe

GRADE TWO

Debbie Brown
Brittany Bushee
Erin Landreth
Angela Rigsby
Shelby Chastain

GRADE THREE

Kateylyn Bryant
Allie Meaders
Carly Riddle
Lorie Truhn

GRADE FOUR

Amanda Agnello
Leanne Christian
Cheryl Nimmons
Emily Wentzky

GRADE FIVE

Amanda Davis
Jennifer Eaton
Amy Hilliard
Catherine Mazza

INSTRUCTIONAL ASSISTANTS

Tina Charping, 4K
Pamela Salemi, 4K
Kaci Chapman, Kindergarten
Lisa Godwin, Kindergarten
Welta King, Kindergarten
Julie Orr, Kindergarten
Annette Drennon, Computer Lab

RELATED ARTS

Carol Maxwell, **Art**
Leigh Anne Lemons, **Physical Education**
Meng Sheridan, **Media Center/Library**
Pam Thomason, **Music**

PROJECT CHALLENGE

Vanette Wilson

SPECIAL SERVICES

Trisha Wray, Resource
Trina Gabbard, Speech

READING SUPPORT

Shannon Jacobs, Reading Coach

ERI

Michelle Looper

ESOL

Kay Ingrum

GUIDANCE

Kim Hoskins

SCHOOL PSYCHOLOGIST

Hillary Bailey

FOOD SERVICE

Alice McCullough, Manager
Nancy Ortego, Assistant Manager

CUSTODIANS

Curtis Harris, Head Custodian
Amanda Arnold
Dave Owens
Tammy Moore

SCHOOL RESOURCE OFFICER (SRO)

Stacy Tukes
Steve Whitfield

DAILY SCHEDULES
ARRIVAL AND DISMISSAL PROCEDURES

STUDENT SCHEDULE

The front door will not be unlocked until 6:50 a.m. Students SHOULD NOT arrive at school before 6:50 a.m. Supervision is not provided until 6:50 a.m. All students arriving before 7:50 should report to the gym. Students needing breakfast will be dismissed to the cafeteria as directed by the Assistant Principal.

Morning

6:50 – 7:15 a.m. Bus riders arrive under the covered area next to the gym. This area is for bus loading and unloading only. Absolutely NO PARKING in this area.

6:50 – 7:50 a.m. Car riders and walkers should enter the building through the **FRONT** entrance on Whitehall Road. This includes Day Care and Kindergarten drop off. Walkers should cross at the crossing guard post on Whitehall Road. **4-K car rider's parents MUST walk their student into the building and sign-in the student in Room 61.**

7:50 – 8:00 a.m. Students will be dismissed from the bus room and the cafeteria to the classrooms. Students arriving between 7:50-8:00 a.m. should report directly to the classroom.

8:00 a.m. School begins. Students should be in the classrooms and ready to begin the school day. **Students who arrive after 8:00 a.m. MUST check in at the office in order to be admitted to their classrooms. Parents/guardians are required to accompany tardy students to the office to sign-in the students.**

Afternoon

2:30 p.m. Dismissal – all children outside for dismissal are asked to wait quietly so they can hear their name being called. **Parents in cars MUST have the student's assigned number placard, or the parent will be asked to park the car and go into the office to sign out the student. THERE ARE NO EXCEPTIONS.**

4K, Kindergarten, and Daycare students exit the SIDE DOOR on the west of the building. 4K and Kindergarten sit with their class in rows, and daycare sits with other students going to daycare. Older siblings of 4K and Kindergarten students will sit with their sibling and be dismissed from the SIDE DOOR. Cars picking up at the SIDE DOOR should enter off of MARTIN LUTHER KING, JR BLVD. Daycare vans should enter from the WHITEHALL ROAD entrance. SIDE DOOR dismissal is directed by the Assistant Principal, teachers, and Safety Patrol. **NO CARS ARE ALLOWED TO PARK IN THE PARKING LOT EAST OF THE BUILDING.**

Students in Grades 1-5 are dismissed at the front entrance. Students will sit in grade level rows under the large canopy. Afternoon dismissal at the front entrance will be directed by the Principal and teachers. Students are called to Cones 1, 2, or 3 using a PA system. Students will be helped into their cars by Safety Patrol. **Parents must wait outside the building for students to come out each day.**

Bus riders are dismissed on the EAST side of the building. Buses arrive and park under the canopy near the gym. **NO CARS ARE ALLOWED TO PARK IN THIS AREA.** Bus dismissal is supervised by teachers.

2:45 p.m.

Students will be taken inside the building where parents MUST come to sign them out.

DAILY SCHEDULES continued

TEACHER SCHEDULE

7:45 a.m. – 3:00 p.m. Monday, Wednesday, and Thursday

7:45 a.m. – 3:45 p.m. Tuesday

7:45 a.m. – 2:45 p.m. Friday

BREAKFAST AND LUNCH PROGRAM

Food Service Phone # - 260-5255 ext. 30052 & 30053

Well-balanced meals are available to students at Whitehall. Whitehall has been approved to participate in the CEP (Community Eligibility Provision). **Breakfast AND Lunch is free to all students attending Whitehall Elementary for the 2016-2017 school year.** Parents **do not** need to fill out a lunch application.

Because of allergies, we ask no nut products be brought to school. In addition, do not send cans or bottles of soda.

Guest School Breakfast/Lunch Prices for 2016-2017 School Year

Adult/Child Guest

Breakfast – \$2.50

Lunch - \$4.00

SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on the local radio and television stations. The district and school may also send a "School Messenger" phone/email message to parents' cell/home number. 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 dismissal of students. Using all of our available phone lines is part of this plan. Therefore, in an emergency, it is vital that the phone be available for use by those who are directing and participating in the emergency procedures.

RELEASE OF STUDENTS

Students **WILL NOT** be released to anyone except their parents, legal guardians, or those persons listed on the emergency release form. Identification will be required of those signing out a student. All students leaving early or picked up late must be signed out of school in the office. Parents/guardians picking up students after school at the front **OR** side door pick-up **MUST HAVE THE ASSIGNED NUMBER PLACARD assigned to the child. This number placard is given out at Orientation or can be assigned and given out with proper identification in the office at any time during the school year. NO EXCEPTIONS WILL BE MADE TO THIS POLICY. THIS IS FOR THE SAFETY OF YOUR CHILD.**

HELP US AVOID CLASSROOM INTERRUPTIONS

- Teachers have many tasks before and after school in addition to their responsibilities to instruct and engage their students in continuous learning throughout the school day. If you have a question or want to have a conference with a teacher, send a note with your child or call the school to arrange the conference. The secretary will assist you in contacting the teacher.
- Students are encouraged to be responsible for coming to school with all necessary materials. However, if **you want to bring a forgotten item, please bring it to the office.** The item will be given to your child at a time that is least disruptive to the learning environment.
- **For your child's safety, we WILL NOT allow transportation changes to be made over the telephone.** Phone calls to change transportation creates a great deal of confusion, and it is impossible to be certain the person calling is actually the parent/guardian. **If you must make a change, please send a note with your child that morning. If we do not receive a note, your child will go home as usual.** You **may** call the school and let us know your child has a note to ensure the teacher receives the notification sent.
- The school day begins promptly at 8:00 a.m. **If you drive your child to school, please arrive by 7:50.** This will allow ample time for your child to get unpacked in the classroom before the start of school. **Students who plan to eat breakfast in the school cafeteria should arrive by 7:40 a.m.** All students are expected to be in the classroom, ready for instruction, by 8:00 a.m.
- The district expects students to arrive at school on time. Tardy students are disruptive to the opening of the school day. There are many tasks that must be completed during the first 10 minutes of the day. **Punctuality is a quality of good citizenship.** Please help us get off to a productive start each day by making sure your child is not tardy to the classroom. **Students with habitual tardies will be asked to attend an attendance conference to create a plan to eliminate habitual tardiness.**
- **Early dismissals are also disruptive to your child's instructional program.** Teachers plan instruction and activities right up to dismissal each day. Just like coming to school late, if your child leaves early, he/she is missing important directions, instruction, or practice. If possible, schedule medical and dental appointments for after school hours.

IF YOU HAVE A PROBLEM

The proper and requested method of resolving problems is to begin with the party directly involved. If the problem remains unresolved, the person with the complaint should proceed to the next level of authority.

For example: **First,** talk to the teacher or school counselor.
 Second, talk with the assistant principal or principal.

THINGS PARENTS CAN DO TO HELP TEACHERS

- **BE INVOLVED.** Parent involvement helps students learn, improves schools, and makes teachers' efforts more effective.
- **PROVIDE RESOURCES AT HOME FOR LEARNING.** Have paper, pencils, pens, scissors, and a dictionary at home to assist in your child's schoolwork. Check out the school and teacher's webpage for other resources that might assist your child.
<http://www.anderson5.net/Domain/18>
- **SET A GOOD EXAMPLE.** Teach by example. What children become, probably has most to do with the example set by those who raise them.
- **ENCOURAGE YOUR CHILD TO DO THEIR BEST IN SCHOOL.** Parents need to show students that they believe education is important and that they want their children to do their best.
- **EMPHASIZE ACADEMICS.** Too many parents get caught up in athletics and other activities. Although extracurricular activities are very important to shaping and developing the talents of children, academics should be a first concern.
- **SUPPORT SCHOOL RULES AND GOALS.** Parents should take care not to undermine school rules, discipline, assignments, or goals.
- **USE PRESSURE POSITIVELY.** Parents should encourage children to do their best but not pressure them by setting goals too high or scheduling too many activities.
- **NOTIFY TEACHERS EARLY IF THERE IS A CONCERN.** Parents should feel comfortable discussing any questions or concerns with their child's teachers, counselor, or administrators.
- **ACCEPT RESPONSIBILITY AS PARENTS.** Don't expect the school and teachers to take over all the obligations of your role as parents.

PARENT-TEACHER CONFERENCES

There will be a scheduled parent-teacher conference within the 1st nine-weeks of the school year. **All parents are expected to attend this conference.** Parents will receive important information from the teacher regarding their child's progress. Parents are encouraged to schedule other conferences as needed by sending a note to the teacher or calling the school office to schedule an appointment with the teacher. When teachers see the need to address concerns, they may request parents to come for additional conferences.

STUDENT EXPECTATIONS

- To be present each day unless he/she is sick or there is an emergency.
- To be present in the classroom by 7:50 each day to have ample time to unpack and be prepared to begin instruction at 8:00 a.m.
- To have all needed materials each day (books, paper, pencil, homework).
- To complete all assigned tasks on time.
- To follow all school expectations
 - Be a good listener and use appropriate language.
 - Speak respectfully to other people and all school staff.
 - Use appropriate behavior in the halls and restrooms.
 - Use good audience skills.
 - Maintain appropriate and polite behavior in the cafeteria, playground, and on the bus so that **all students** are safe.
 - Follow all Internet and technology safety rules and guidelines.
- To be neatly and appropriately dressed for school.
- To be friendly, courteous, and to respect the rights, property, and feelings of others.
- To ask teachers for help and assistance as needed.
- To be motivated to try his/her best as to achieve in all areas and attain mastery of the grade level standards and expectations.

GRADING

Students receive daily, weekly, or other periodic grades from the teacher. Parents of students in Grades 1-5 can access their child's grades using the PowerSchool ParentPortal. With proper identification, a password to the ParentPortal may be obtained in the school office.

4K and Kindergarten students are evaluated with a checklist progress report which will be explained to parents during orientation and during the individual conference at the beginning of the school year.

Beginning in 2016-2017, grading for students in **Grade 1** is associated with the **new 10-Point Grading Scale**.

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

Beginning in 2016-2017, students in Grades 2-5 receive A, B, C, D, or F associated with the **new 10-Point Grading Scale**.

<u>Grades 2-5</u>	<u>10-Point Scale</u>
A (Excellent Work)	90-100
B (Above Average Work)	80-89
C (Average Work)	70-79
D (Below Average/Poor Work)	60-69
F (Failing)	59 or below

OTHER INFORMATION

CURRICULUM AND INSTRUCTION

Whitehall Elementary School provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include Reading, Writing (spelling, language, and handwriting), Math, Science, Social Studies, and Health. The Spanish Language is integrated into daily classroom instruction. In addition all students participate in Physical Education and may participate in Art, Music, Library/Media, and Computer/Technology. Global learning, diversity, and awareness is integrated into instruction and through the use of technology. 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 the Southern Association of Colleges and Schools.

PROGRESS REPORTS (Report Cards)

Grades K-5 Progress Reports are provided to students and parents at the end of each nine-week period. Students are graded on all academic subjects appropriate to the grade level and work/study habits and citizenship. **4-K** Progress Reports will also be provided to parents throughout the school year.

Interim Reports are sent at the midpoint of a grading period beginning with the second nine-weeks for students in Grades K-5. Interim Reports are sent to inform parents of progress or lack of progress in all academic areas.

Dates that Progress Reports and Interim Reports are sent home and can be found on the District and School Calendars.

HONOR ROLL

Honor roll status is given for students in Grades 1-5. Whitehall recognizes students who receive all E's and S+'s, A's and B's, and all A's on their Progress Report. Citizenship and homework grades **are not** used in determining honor roll status.

AWARDS

Whitehall Elementary recognizes students for their accomplishments during the school year through a variety of awards at an Awards Ceremony at the end of each nine-week period. The following are some of these awards.

- ✓ Perfect Attendance
- ✓ Terrific Kids
- ✓ Blue Ribbon Students
- ✓ Character Awards
- ✓ Writers' Guild
- ✓ S+/E Honor Roll (Grade 1)
- ✓ A/B Honor Roll (Grades 2-5)
- ✓ All A Honor Roll (Grades 2-5)
- ✓ I Met My Goal

At the end-of-the-year Awards Ceremony, additional areas of recognition may be added. Other school and classroom awards are given throughout the year to motivate and recognize student success.

HOMEWORK

Homework is an important part of the learning process. It is defined as "work assigned to a student to be completed outside the regular classroom." Homework is an extension of classroom learning and assignments should be challenging and meaningful. It serves a valid purpose and shall be adapted to varying abilities and needs. **Students** should develop independent work and study habits and assume responsibility for the completion of homework on time. **Parents** shall provide an atmosphere at home conducive to effective study and encourage the student to study and complete assignments. **Teachers** shall assign a reasonable amount of homework that adheres to the district homework policy (IKB). Students shall receive immediate feedback from homework assignments. Homework shall not determine report card grades.

TESTING

Students are assessed using a variety of assessment instruments throughout the school year. All assessments are used to provide information for the classroom teacher that will inform the instruction for your child. These assessments or tests may include, District writing assessment, MAP (Measures of Academic Progress), Istation, TenMarks Math, and other published or teacher-made tests in Reading, Math, Science, and Social Studies.

Students in Grades 3-5 at Whitehall Elementary, will participate in the state testing program. During the 2016-2017 Students in Grade 3-5 will take the SCREADY tests in Reading, Writing, and Mathematics. Students in Grades 4-5 will also take SCPASS (South Carolina Palmetto Assessment of State Standards) in Science and Social Studies.

MEDIA CENTER

The school's Media Center is an important part of Whitehall Elementary School. The basic function is to help students learn by:

- Providing books and other media for the school's educational programs
- Helping students develop an interest in reading
- 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 materials, 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 assessed for lost or damaged library books.**

SPECIAL SERVICES

Each elementary school houses certain parts of the district special services program. Students who qualify attend the school where the program they need is located. Federal Law called the Individuals with Disabilities Education Act, or IDEA is followed when a referral for services is made, and all procedures and guidelines outlined are followed. In all cases, written permission from the parents must be secured before a child may be screened or tested by a district psychologist. Speech services are available to students who qualify for assistance in articulation and/or language development skills.

When a student receiving special educational services transfers from Whitehall to a school outside of Anderson School District Five, the Director of Special Education/designee sends a copy of the students special education information to the receiving school. This procedure facilitates the exchange of records between school districts and prevents delays in the provision of free and appropriate education.

PERMANENT RECORDS

A permanent record for each student is maintained in the school office. All information in the permanent record is confidential and is accessible only to the school staff and to the student's parents/legal guardians upon request. When the student transfers to another school, the record is forwarded to the receiving school.

FIELD TRIPS

Field Trips are planned by the teachers for specific instructional purposes. They are considered an extension of the classroom and serve to enrich classroom instruction. The school requires written permission from the parents/guardians before a child is permitted to go on a field trip. In some instances, students are asked to pay a fee to cover expenses of the trip.

TEXTBOOKS

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

POLICIES AND PROCEDURES

POLICIES OF THE SCHOOL DISTRICT

The official policies of the school district are kept in policy manuals in the principal's office. They are available to the faculty, staff, parents, etc. They can also be found on the Anderson School District Five website. www.anderson5.net

ATTENDANCE

The Education Improvement Act of 1984 amended Section 59-65-90 of the 1976 code of Laws of South Carolina reads:

The State Board of Education shall establish regulations defining lawful and unlawful absences beyond those specifically named in this article and additional regulations as are necessary for the orderly enrollment of pupils so as to provide for uniformed dates of entrance. These regulations shall require: **(1) That school officials shall immediately intervene to encourage the student's future attendance when the student has 3 consecutive unlawful absences or a total of 5 unlawful absences, and (2) that the district board of trustees or its designee shall promptly approve or disapprove any student absence in excess of 10 days. As used in this section "intervene" means to identify the reason for the child's continued absence and to develop a plan in conjunction with the student and his parents or guardian to improve his future attendance.** Provided, however, that nothing within this section shall interfere with the Board's authority to at any time refer a child to a truancy prevention program or to the court pursuant to Section 59-65-50.

LAWFUL ABSENCES

- ✓ Students who are ill or whose attendance at school threatens their health or the health of others.
- ✓ Death or serious illness in the immediate family.
- ✓ Students who are absent due to recognized religious holidays.
- ✓ Doctor or dentist appointments (must bring a statement from the doctor's office showing date, time, and dates excused).
- ✓ Principal's emergency discretion

All other absences are considered unexcused.

UNLAWFUL ABSENCES

- ✓ Students who are willfully absent from school without the knowledge of their parents.
- ✓ Students who are absent from school **without acceptable cause with the knowledge of their parents.**

ATTENDANCE INTERVENTION

The state mandates that schools implement intervention initiatives. The data clerk shall refer students to the principal or assistant principal and notify parents after the following.

- ✓ Three consecutive unlawful absences.
- ✓ A total of five or more unexcused absences
- ✓ A total of ten absences
- ✓ Each absence in excess of a total of ten absences

The document of intervention shall include (but not limited to) reasons for the absences, methods to resolve the cause of the absences, and actions to be taken in the event the absences continue. **The parent(s)/guardian(s) shall be involved in the intervention process. Excessive absences may affect a student's progress in school as determined by the district's Promotion and Retention Policy (IKE).**

EXCUSES

When a child is absent from school, parents should send an excuse to the teacher. The excuse should contain the following:

- ✓ Date excuse written
- ✓ Student's name and teacher's name
- ✓ Date or dates the child was absent
- ✓ Reason for absence
- ✓ A telephone number where the parent/guardian can be reached
- ✓ Parent/guardian signature
- ✓ Include any doctor's excuses if the child went to the doctor or dentist.

TARDINESS

Students will be expected 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. Parents/guardians of habitually tardy students may be referred to the district's attendance office for intervention action. **All tardy students must be accompanied into the building by the parent/guardian and signed into school in the office.**

MAKING UP SCHOOL WORK

Students shall be allowed to make up school work missed during a lawful absence. It shall be the responsibility of the student to make up the missed work within three school days of returning to school, unless other arrangements are agreed upon by the teacher. If a prolonged absence is anticipated, please contact the school for assignments to be sent home for the student.

PERMISSION TO LEAVE SCHOOL

Students will not be released to anyone except their parents/legal guardians, or individuals listed on the emergency release form. If a parent must take a child from school before the close of the day, **they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. If someone other than the parent/guardian/or authorized person is to pick up the student, a signed note must be sent that morning stating who will be picking up the child. PHONE CALLS WILL NOT BE ACCEPTED.** This is for the child's protection. Parents must sign the student out in the office if the child is being dismissed before 2:30 p.m. Teachers will only dismiss students if they are called from the office. **You will not be allowed to walk to the classroom to get your child.**

Whenever possible, please try to schedule medical and dental appointments after school hours.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

- It is necessary that the school have your current home address, e-mail address, and telephone number at all times. Please notify the school immediately if there are any changes. The school must have a parent's number, even unlisted numbers. The school will not release any telephone numbers.

TELEPHONE

- The school telephone number is **260-5255**. The use of the school telephone is limited to school-related and emergency situations. Neither students nor teachers will be called to the telephone except in an emergency. In emergency cases, messages will be delivered through the office. In order to utilize the phone effectively, parents are urged to plan afternoon activities with their child prior to the start of the school day.
- The school will not release the telephone number of any faculty or staff member or student. However, if faculty or staff members wish to give their number to parents, they may do so.

LOST AND FOUND

Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name. Students are asked to turn to the lost and found (located outside the northwest gym door) when they lose an item. Parents are urged to check the lost and found as well. All items not claimed before Winter Break and the End-of-the-Year will be donated to charity.

MONEY SENT TO SCHOOL

Children should not bring money to school except for specific purposes. When money is brought to school by your child, please place the money in an envelope. On the envelope write your child's name, teacher's name, the amount enclosed, and the purpose for sending the money. Neither the teacher nor the school can be held responsible for money or other items that are lost.

TOYS, GAMES, VALUABLES

Students are **not** to bring electronic games, toys, or anything of value to school. The school will not assume responsibility for lost items.

COMMUNICATION

Communication with parents is very important to the faculty and staff at Whitehall Elementary. We will use many different methods to communicate important information to parents.

- ✓ School website: <http://www.anderson5.net/Domain/18>
- ✓ Electronic sign in the front of the school
- ✓ Monthly calendar of events sent home with students for parents
- ✓ Monthly Principal Newsletter
- ✓ Teacher webpages: <http://www.anderson5.net/Domain/18> then click on **Classroom Pages** to find your child's teacher
- ✓ Your child will bring home school papers weekly. Whitehall provides a "**red communication folder**" for every student. Please check your child's book bag on a daily basis for important information and notes and flyers sent home in this folder.

EMERGENCY DRILLS

An emergency drill will be held at least once a month in accordance with state laws. Each teacher is responsible for instructing students on the behavior and/or route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Instruction and drills will be provided in preparation for tornadoes (severe weather), earthquakes, lockdown, intruders, reverse evacuation, and fire drills. Students who ride buses will participate twice each year in a bus evacuation drill.

SEXUAL HARASSMENT

Sexual harassment of students by employees or other students is prohibited. Board policy JC-Sexual Harassment of Students specifies the definition of sexual harassment, prohibited behavior, prevention, and corrective action. A copy of the policy is available in the office and on the Anderson School District Five website (www.anderson5.net).

WITHDRAWING A STUDENT

If you withdraw your child from school, please notify the school office several days in advance. This enables teachers to complete all records prior to the student's last day. Parents will be provided with a "transfer from" which can be taken to the new school for proper placement. The new school will request the child's records from the former school. All textbooks, library books, and school materials should be returned by the student/parent before the transfer.

DRESS CODE

Students are expected to dress in a manner which **will not** disrupt classes or instruction. The Student Dress Code (Board Policy JCDB) is provided on the next two pages.

STUDENT DRESS CODE

JCDB Issued 6/14

Purpose: To promote generally accepted standards of decency, decorum, health, safety, and cleanliness among the students in the schools of Anderson School District Five.

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.

This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing, or accessory should not be deemed “approved” simply because it is not listed herein. The student dress code does not apply to students in kindergarten, first, second, and third grades.

In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

Adopted 5/18/04; Revised 6/22/04, 3/15/05; 7/28/06, 8/15/06, 11/19/13, 6/10/14

STUDENT DRESS CODE

JCDB-R Issued 6/14

Grades four and five

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 is knee-length.

**** Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.***

PAGE 2 – JCDB – STUDENT DRESS CODE

Anderson County School District Five

Middle and high school

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 and should be worn at the proper waist level. Exceptions to length of shorts may be made for physical education, 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 is knee-length.

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.

Issued 6/10/14

VISITATION IN SCHOOL AND SAFETY

Visitors are always welcome at Whitehall Elementary, in the classrooms, or to eat lunch with their child. If you wish to visit a class or eat lunch with your child, the following rules must be followed in order to assure each child's safety and non-interruption of the instructional program.

- ✓ **Sign in using the Lobby Guard Kiosk in the front office. You will be required to have your driver's license, or identification to sign-in.**
- ✓ Enter the classroom quietly without interrupting the teacher or students and find a seat.
- ✓ Leave the classroom without interrupting. It is suggested that you limit your visit to no more than 30 minutes.
- ✓ You may schedule a teacher conference, if desired, through the school secretary as you leave the building.
- ✓ If you are having lunch with your child, after signing in, go directly to the lunchroom, and wait for your child to enter the lunchroom with his/her class.
- ✓ **Sign out in the office using Lobby Guard Kiosk before you leave.**

We appreciate your support and concern.

- All doors are locked during the day.
- All staff members wear identification badges.
- **ALL VISITORS MUST WEAR THE VISTOR BADGE PRINTED OUT BY THE LOBBYGUARD SYSTEM. Visitors not wearing a badge will be stopped and redirected to the office.**
- **PURSUANT TO STATE LAW (ACT 373 OF 1994), ALL PERSONS ENTERING SCHOOL PROPERTY ARE DEEMED TO HAVE CONSENTED TO A SEARCH OF THEIR PERSON AND PROPERTY.**

There are three scheduled school parties held in the classroom each year. These will be directly before the Winter Break, Valentine's Day, and at the End-of-Year. They are held in the classroom at a time designated by the school administration.

STUDENT BIRTHDAYS

Parents wanting to celebrate their child's birthday may do so by serving refreshments during the lunch period, or eating with their child. Please make sure any refreshments you bring are **nut free**. **We have many students with nut allergies**. Individual birthday parties are not allowed. If party invitations are given out at school, there must be an invitation for every student in the class. No student addresses or telephone numbers will be released. The office **will not** accept flowers or balloons sent to be delivered to a student.

SCHOOL INSURANCE

Information about accident insurance is available to all students at the beginning of the school year. Purchasing insurance is not mandatory. Specific details and information is available on the district webpage under the **Parents** heading, then **Athletic/Student Insurance**.

MATERIAL & TECHNOLOGY FEES

Parents are required to pay a materials and technology fee for their child at the beginning of the school year. This money is used to purchase workbooks and supplies. The amount charged will be in the beginning of the year packet. We request this to be paid at the beginning of the year if possible. Material and technology fees may be refunded (in whole or partial) to parents when free or reduced lunch applications are approved.

Material & Technology Fee: \$30.00

****Students whose parents are on a limited income pay a reduced fee: \$6.33 or No Charge (depending on income)**

****Whitehall is a Community Eligibility Program School (CEP). Free and reduced lunch status is not determined for parents because they are no longer required to fill out the lunch application. Parents **must pay** the \$30.00 fee **unless** they can provide a Medicaid card, food stamps card, or proof of income (most recent check stub) to prove they are under the income limit.**

SCHOOL SAFETY PATROL AND SCHOOL SAFETY

A school safety patrol team composed of 5th Grade boys and girls is selected. These students are selected on merit, based on teacher recommendations. No child may serve as a member of the school safety patrol unless nominated by the classroom teacher, and the members serve at the pleasure of the principal. Permission will be secured from parents before a student is appointed to the patrol. These patrol members are available to assist with the outdoor flags, helping students out of cars in the morning, helping students into cars in the afternoon, and other events that require safety assistance. The safety patrols are to be obeyed at all times by other students. Parents can help with this directive by impressing upon their child the seriousness of the tasks of the boys and girls on patrol. Safety patrols are always under the direct supervision of teachers or administration.

SAFETY OF WALKERS

- When walking to school, children should cross the street only at the cross walk, and then with extreme caution.
- Parents should plan the route with the child if the child is going to walk to school. Best practice would be to walk with the child.
- Students crossing Whitehall Road **must cross where the crossing guard is posted. Whitehall Road is a very busy road and it is dangerous to cross at any other place. Even the stop light is not a safe crossing, as cars turn corners and do not always look.**
- Students should not arrive at school before 6:50 a.m. The front door is not unlocked until this time each day.

SAFETY OF CAR RIDERS

- **Students should not arrive at school before 6:50 a.m. The front door is not unlocked until this time each day.**
- When bringing children to school each morning **drivers should drop off at the front entrance only.**
- Students must get out of cars on the school side of the car, directly against the curb. After 7:30 a.m. Safety Patrols will assist students as they exit cars. At dismissal time, children must enter the car with assistance from Safety Patrol or teachers on duty.
- Please use extreme caution and observe traffic to your left before pulling away from the curb.
- **Parents pulling in the parking lot must exit their car and cross over to the canopied dismissal to get their child. Students will not be allowed to meet parents parked or standing in the parking lot.**
- 4K and Kindergarten (with siblings) and daycare riders dismiss on the west side of the building. Parents enter this pick-up area off of Martin Luther King, Jr. Blvd. Children who are picked up by one of the commercial vans or vehicles from a private childcare facility are dismissed at this west entrance. Daycare vehicles enter this area through the second parking lot accessed from Whitehall Road.
- **Supervision cannot be provided for students after school. Parents should make arrangements to pick their children up promptly each afternoon. All children should be picked up by 2:45 p.m.**
- **After 2:45 p.m., parents will be required to sign their child out in the office.**

PARKED VEHICLE POLICY

All cars and vehicles parked on or near the school campus are subject to unannounced searches by school personnel if administrators determine there is reasonable suspicion that the car contains evidence of violation of student behavior or S.C. Code of Laws.

Parents are not allowed to park their cars in the lot closest to Martin Luther King, Jr. Blvd. during afternoon dismissal, as daycare vans use this lot to wait in cue for dismissal at side door.

DISCIPLINE POLICY

An excellent school has a safe, respectful, and orderly environment in which students and teachers are able to focus on academic and personal growth. Appropriate behavior is a life skill for all students that must be expected, developed, and reinforced. The entire community benefits from excellent schools and therefore, has a role and responsibility in teaching and enforcing appropriate behaviors.

BEHAVIOR EXPECTATIONS

Whitehall Elementary School's staff believes strongly that parents are a child's first and best teacher. Parents are responsible for teaching their children acceptable social behavior. Most of the behaviors taught at home are the same behaviors we encourage at school. At Whitehall we have three major concerns: the safety of our school members; respectful treatment of all school members; and appropriate behavior during all aspects of a student's day.

A major part of our discipline plan involves teaching all our students behaviors which will make school a safe, respectful, responsible, and well-managed community. To accomplish this, we have developed behavior expectations to help students understand each school rule so they can model and practice their behavior in consistent ways.

In addition, Whitehall has a zero tolerance for bullying. Whitehall has implemented the Olweus Bullying Prevention Program. The Olweus Bullying Prevention Program is a comprehensive approach that includes schoolwide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.

SCHOOL-WIDE DISCIPLINE EXPECTATIONS

1. Be a good listener and use appropriate language.
2. Speak respectfully to all school members, students and staff.
3. Use appropriate behavior on all school grounds, so all students feel respected and safe.
4. Use good audience skills.
5. Be friendly, courteous, as to respect the rights, property, and feelings of all school members.

WHITEHALL'S BULLYING RULES

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The District Policy JICFAA for Harassment, Intimidation, or Bullying can be found on the next page.

HARASSMENT, INTIMIDATION OR BULLYING

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, 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.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

SCHOOL-WIDE DISCIPLINE PLAN

BEHAVIOR IN THE CLASSROOM

Each classroom teacher establishes a set of rules for their classroom. Teachers establish an understanding of these rules during the first week of school, and rules and procedures are reviewed periodically throughout the year. In addition, each classroom teacher establishes positive rewards for students who follow the rules and consequences for students who choose not to follow the established rules.

Many classroom teachers use ClassDojo. ClassDojo is a classroom tool that helps teachers to improve behavior in their classrooms quickly and easily. It also captures and generates data on behavior that teachers can share with parents and administrators. ClassDojo instantly reinforces good behavior as teachers award feedback points for behavior in class in real-time using a laptop, iPad, or smartphone. ClassDojo provides instant notifications (positive and negative) for students on the SMART Board screen. Parents can also monitor reinforcements in real-time through their computers or smartphones.

DISTRICT STUDENT CODE OF CONDUCT (SCC)

Anderson School District Five has established a Student Code of Conduct (SCC) to help each child receive quality instruction in an orderly environment. Parents are asked to review the SCC with their child. It is extremely important for the parent and student to understand the SCC, which is divided into many different sections. **Section A** is the Student and Parent Acknowledgement and Pledge. **Section F** describes in detail Infractions and Consequences. Infractions and Consequences are divided into three levels: Level I, Level II, and Level III. Reading this section will inform you of not only the infractions but the consequences that may be issued at each level. The Student Code of Conduct can be located on the district webpage (<http://www.anderson5.net>) under the **Parents** tab.

GUIDANCE PROGRAM

The elementary guidance program is an integral part of the total educational process. Whitehall has one full-time guidance counselor to meet the counseling needs of our students and families.

Guidance services include individual and small-group counseling, consultation with parents, teachers, and administrators, and crisis intervention. In addition to the above services, large group guidance activities are planned to provide children the opportunity to learn skills before problems and crises occur. Topics are selected by grade level, and the counselor uses a variety of resources and materials in her classroom presentations. The guidance activities are designed to address typical personal, social, and academic concerns faced by all children. As needed additional classroom guidance lessons address specific concerns that develop in the classroom such as teasing or name-calling, respect for other's property and personal space, or other determined needs.

ABUSE OR NEGLECT

Any member of the professional staff who has reason to believe a child has been subjected to or adversely affected by physical, mental or emotional abuse or neglect must report this to the County Department of Social Services (DSS) or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

HEALTH ROOM
260-5255 Extension: 30077

ACCIDENTS AND ILLNESS

The health room is operated under the supervision of a Registered Nurse. Minor first aid will be administered for illnesses and injuries occurring at school and a record maintained on each child. In cases of serious accidents or illness, every effort is made to contact the parents. The school will follow your direction on the information sheet and enrollment form if we are unable to reach the parent, and the child needs more than first aid. School personnel will exercise extreme caution if a decision involving the health or safety of your child must be made following an accident or other emergency. **It is requested that students be kept at home when they are sick, have fever, or have undiagnosed rashes. A child should be fever-free for 24 hours before returning to school.**

Some medical conditions will require that a student be sent home from school. These conditions include, but are not limited to: **Lice, Scabies, Ringworm, Pink Eye, Fevers, Vomiting, and other Communicable Diseases. Exclusion lists and information regarding children's personal health needs will be included in the packet of information parents receive at the beginning of the school year.**

The school does not supply medication. The only medications given will be those brought to school in the original container and accompanied by written permission on a standard form supplied by the school. Telephone permission is not acceptable. It is policy that all medication remains in the nurse's office and that children come to the office for their medication. Because of the relationship of aspirin to Rye's Syndrome, aspirin will not be administered at school, unless a written prescription signed by a physician is presented.

Parents should notify the school of any special health needs. The school should also be kept up-to-date on any changes in a child's health status and any changes in phone numbers of those persons to be contacted in an emergency.

IMMUNIZATIONS

All students must have an immunization form DHEC 1125 card from their doctor or the Health Department before entering school. When a student enters from another school, the permanent record will be checked to ensure all immunizations have been completed. If not, the student will be required to get the necessary shots.

INFORMATION REGARDING CHANGES IN OVER-THE-COUNTER MEDICATIONS

The administering of Over-The-Counter (OTC) medications in our school setting has changed. To answer some of the questions that you may have regarding this change, please review below:

What are Over-The-Counter (OTC) medications?

These are medications that are purchasable without a prescription that parents supply and we administer to students as needed. These are kept in the health room.

What are the changes for the administering of Over-The-Counter (OTC) medications?

- The nurse will no longer be able to administer OTC medications without **signed consent from a parent.**
- The OTC medications that will be given are to be supplied **by the parent.**
- There will no longer be a stock of OTC medications that are **supplied by the school.**

Why was the decision made to eliminate the "stock" supply of OTC medications in a school setting?

- Schools must be mindful that we often do not have knowledge of students' complete medical histories and what we do not know can sometimes result in harm to a student.
- OTC medications are medications and like prescribed medications have specific indications, contraindications, and side effects.
- Parents/Guardians can purchase OTC medications for their children based on their knowledge of their children's symptoms and health history.
- When "stock" OTC medications are used to treat the symptoms of others without a prescription from an authorized prescriber, the persons providing the OTC medications are in essence prescribing the medication for those persons and this can be interpreted as practicing medicine. (*SC Code of Laws Section 40-47-20*)
- To provide guidance that is safe and in the best interest of the students that we serve, as well as, guidance that minimizes legal risks for school nurses and school districts.

How will the nurse care for the students without the use of the OTC medications that were normally stocked?

- We are authorized to use the following:
 - Mild Soap and water
 - Ice Packs
 - Sterile Eye wash
 - Cool or warm compresses
 - Vaseline/Non-allergenic lotion
 - *Students may be required to rest*
- A school nurse can attend to most of the acute needs of students and assist students in returning to class.
- Nurses have the knowledge and skills necessary to identify emergent, urgent, and non-urgent situations.
For urgent and emergent needs, the nurse refers appropriately for care outside of the school setting, thus supporting the health of the student and reducing legal implications for the school district.

Do we have the option to continue to keep a "stock" supply of OTC medications in our schools?

Anderson School District 5 has eliminated this option for all schools.

GUIDELINES AND PROCEDURES IN HANDLING LICE

Head lice are a common school problem. We are told that over (10) million American children and their parents are affected by head lice yearly. Lice are not the result of poor health habits and are not a social disgrace. However, lack of adequate attention to the problem would indicate neglect.

- ✓ Inspect any child with observable signs and symptoms promptly and any child requesting to be checked. The main symptom or complaint is itching of the scalp. The child is to be checked by the nurse or his/her designee in a designated area away from other students and in a **CONFIDENTIAL AND CARING MANNER**. Siblings who also attend school should be checked in the same manner. The school staff member who identifies lice/nits should be responsible for notifying the schools where siblings are in attendance and document.
- ✓ At this point, the Standard District Letter will be sent home with each student who is in class with the infested child/children.
- ✓ When a staff member has identified two or more infested students in two or more classes, a letter should be sent to the entire student body to alert parents. These classes where infested students are assigned will be checked as well as close contacts (sibling, best friends, car-poolers, seat sharers on bus, etc.) Other school personnel (custodial staff, computer lab, itinerant teachers, etc.) should be alerted so they might take appropriate action.
- ✓ A child with lice and/or nits will be sent home. The child's parent/guardian will be asked to come to school and pick up the child. At this time, the parent/guardian will be shown how to identify the presence of lice and/or nits if necessary. The parent will also be given both verbal and written instructions on how to treat the scalp and the home to prevent recurrences and to ensure that the child returns to school promptly.
- ✓ Readmission will require the parent/guardian to bring the student to school with evidence of treatment such as box top or label. The student will be checked by the nurse/designee and if lice/nit-free, student may return to class. The principal will determine if further consecutive absences will be excused or unexcused.
- ✓ If the student(s) ride the bus, the principal or principal's designee is responsible for notifying the Transportation Department that the student is infested with lice/nits and will not be allowed to ride the bus until the child and proof of treatment are presented to the school office and cleared for re-admission. Once cleared for school re-admission, the principal/designee will notify the Transportation Department of clearance.
- ✓ All documentation regarding presence and treatment of head lice/nits will be confidential.

SCHOOL IMPROVEMENT COUNCIL

One decision-making body at Whitehall Elementary School is the School Improvement Council (SIC). SIC is composed of teachers, elected parents, appointed community residents, and business partners. Any parent or guardian of a Whitehall student may be nominated for a position on the SIC. A nomination process and parent election is conducted at the beginning of the school year and is announced through school-home correspondence. Teachers are elected to serve on the SIC each school year. Duties performed are outlined by state law and board policy. Duties include: assisting the principal with preparation of the annual school report, planning the school budget, participating in Title I Update, and establishing and evaluating instructional goals associated with the school renewal plan.

PARENT TEACHER ORGANIZATION (PTO)

At Whitehall Elementary School has an active PTO. All parents and faculty members are encouraged to join and participate in an active way. **We need many volunteers to manage the activities of the PTO.**

Whitehall PTO sponsors many activities such as:

School Open Houses & Performances

Skate Night

Movie Night

Coffee with the Principal

Fifth Grade Celebration

Spring Fling

Funds for Classroom Teachers

Teacher Appreciation

Volunteer Appreciation

Visiting Authors

Artist in Residence

The PTO also has other programs that benefit the school such as fundraisers such as **candy sales, Publix, and Ingles** cards, as well as **Box Tops for Education**.

PARENT INVOLVEMENT

Parents, grandparents, and community friends are encouraged to be involved with the elementary school program. Parent volunteers are needed to help in many different ways around the school. Volunteers are needed in the media center, to make copies, and in other ways to meet a variety of needs for teachers and students. The PTO, school office, and guidance office coordinate volunteers in the school. Without volunteers the PTO and school would not be able to have successful programs and events. Consequently, your participation is vital to our success.

VISITORS

Parents, grandparents, and community members are encouraged to visit the school to observe our programs and to volunteer. **However**, all visitors must receive permission from the school office before going into any part of the building, or onto the school grounds. **All visitors must provide identification and sign in using Lobby Guard. Lobby Guard will print a visitor badge and the visitor will be required to wear the badge while in the school.** Each visitor must also sign-out using Lobby Guard when they are ready to exit the building.

BUSINESS-EDUCATION PARTNERSHIPS

Business and public schools in South Carolina are joining forces to improve both education and the state's economy. Whitehall Elementary School, believes in this kind of community teamwork. Joint efforts of education and business partnerships are aimed at a wide range of needs. The faculty and staff have identified the needs at Whitehall, and business-education partnerships can help fill these needs. If you would like information regarding how your company, organization, or business can partner with us, please call the school office at 260-5255.

WHITEHALL BUSINESS PARTNERS

Draisen Edwards Music
Enoch's Karate
People's Bank

Glen Raven
Inergy
Coca-Cola
New Spring

Publix
Target
Ingles

WHITEHALL ELEMENTARY RECOGNITION AND AWARDS

HIGH PERFORMING TITLE I REWARDS SCHOOL 2014
PALMETTO GOLD AWARD 2010-2014
PALMETTO SILVER AWARD
HIGH FLYING SCHOOL AWARD 2013
FLAGSHIP SCHOOLS OF PROMISE AWARD 2007, 2010
EXEMPLARY WRITING AWARD 2004-2007

DISTRICT INFORMATION

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

Mr. Tom Wilson	District Superintendent
Mr. Tripp Dukes	Assistant Superintendent for Assessment and Accountability and Elementary Instruction
Mr. Mike Mahaffey	Assistant Superintendent for Human Resources
Dr. Veta New	Assistant Superintendent for College and Career Readiness and Secondary Instruction
Dr. Jerome Hudson	Assistant Superintendent for Student Services
Mr. Wess Grant	Chief Operating Officer

DISTRICT BOARD OF TRUSTEES

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. Rick Bradshaw: Area Six-Chairman
Mr. John P. Griffith: Area Seven
Mr. Jay Blankenship: At Large
Dr. Sandy Addis: At Large