

WHITEHALL QUICK FACTS

Contact Information

702 Whitehall Road
Anderson, South Carolina, 29625

Phone: 864-260-5255
Fax: 864-375-2047

School Website

www.whitehall.anderson5.net

District Website

www.anderson5.net

Whitehall Elementary is a Title I school.

Mrs. Jennifer Bufford

Principal

Mrs. Malura Shady

Asst. Principal

School Hours

8:00 a.m. – 2:30 p.m.

Office Hours

7:45 a.m. – 3:00 p.m.

Guidance Department

Many services are offered to parents and students through the Whitehall Guidance department. For more information, visit the school website guidance page or call the school at 864-260-5255.

Connitha Baugh- Guidance Counselor – extension 30078

Nursing Services

The health room is operated under the supervision of Peggy Murphy, RN. She can be contacted at 864-260-5255, extension 30077. **It is requested that children 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.**

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. In addition to the standard form, a permission form must be completed from a doctor. This also includes over the counter medication such as Tylenol, Benadryl, cough drops, etc. Telephone permission is not acceptable.

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.

Parent Communication

How will I receive important information and my child's work? All important information and work will be sent home each week via the child's communication folder. Parents are to follow the teacher's procedures for verifying that they have seen all work and information.

How will I be informed about my child's grades?

1. **PowerSchool Parent Portal-** With Internet access parents can access their child's grades and attendance via the Parent Portal. If you need information on how to access Parent Portal, please visit the school office.
2. **Report Cards-** Report cards will be sent at the end of each grading period for students in Grades K-5. Please check the school or district calendar for the dates you can expect the report card to be sent home. 4-K Progress Reports will be issued using a different schedule.

Parent Involvement

Whitehall offers many opportunities for parent involvement. If you are interested in getting involved in any of the following areas, be sure to fill out the Volunteer Form and return it to school.

- PTO- Parent Teacher Organization
- SIC- School Improvement Council
- Other- field trips, dances, office help, sending food or drink items for various events, tutoring, etc. Direct contact with students requires a background check.

Early Dismissals

*A written request with the following information must be sent in to the teacher:

Child's full name and grade level, reason for dismissal, dismissal date and time, parent/guardian telephone numbers, signature of parent/guardian.

*Requests for early dismissal **may not** be made by phone.

*Dismissals are only granted to parents, legal guardians and those listed in the computer or emergency form as having permission to pick up the child. Parents/guardians on list must personally come to the office, provide a picture ID, sign child out, and then dismissal will be granted.

*Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family or dismissals approved by an administrator.

*Early dismissals count against attendance records, and repeated early dismissals may cause a referral for an attendance conference.

*** No early dismissal requests after 2:00 p.m. will be granted.**

What if.....?

...my demographic information changes? Correct addresses and phone numbers are essential to every child's well-being. Please send all changes in demographic information in writing along with two current proofs of residence (utility bill) to the school so that the changes may be made in our database.

...I have a question about money or fees? All money and fees are handled by Mrs. Kelly. She can be reached at 864-260-5255.

...I need to meet with my child's teachers? Call the office at 864-260-5255 to schedule a conference.

...I have a question about bus transportation? All bus transportation questions are handled by the district transportation department. They can

Lunch Money

All students receive free breakfast and free lunch. If you have a question about our food service program, please contact:

Cafeteria Clerk- Nancy Ortego
864-260-5255, extension 30053

Adult and child guest lunches are \$4.10.

Attendance

Absences, sign outs, early dismissals

If your child is absent, please send a medical or hand written note with your child when he/she returns.

If your child is late or signs out early due to a medical appointment, please send a medical note with him/her upon return.

Missed Work

You may call the school to request your child's assignments. The books will be collected for parents to pick up. To receive assignments that day, please call by 9:00 a.m.

Change in Transportation

If you are making any changes in your child's transportation, you must send in a signed note to your child's teacher.

For the safety of your child, **NO CHANGES IN TRANSPORTATION WILL BE TAKEN OVER THE PHONE OR BY THE STUDENT TELLING THE TEACHER.**