

**PARENT
STUDENT
HANDBOOK
2020-2021**



HOMELAND PARK PRIMARY SCHOOL



Homeland Park Primary School

3519 Wilmont Street · Anderson, South Carolina 29624
(864) 260-5125 · Fax: (864) 375-2042 · www.anderson5.net

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 3:30 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 AND VISION STATEMENTS

The mission of Homeland Park Primary School is to create a happy, secure and engaging environment in which all members of the school community can grow in confidence and develop their full potential.

The vision of Homeland Park Primary School is that everyone is a learner and every experience is a learning opportunity.

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 vision of Anderson School District Five is to provide a superior school system empowering students to reach their potential through academics, arts, and athletics.

BELIEFS

We believe students learn best when ...

- Learning is engaging, innovative, and student-centered.
- They know it is okay to take risks and that they will learn from their mistakes.
- There are minimal disruptions in the classroom.
- When the classroom is well organized and well managed.
- Their home is stable and they have a caring adult in their life.
- Growth is expected and celebrated.
- When their personal needs are met (food, home life, materials, resources, relationships, etc.).
- When instruction is tailored to individual student needs and levels.
- When they are loved, encouraged, feel safe, valued, included, and not afraid to fail.
- They are guided by a knowledgeable, well prepared, and skilled teacher with whom each student has a positive relationship.

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
Anna Leisa McCurry, Assistant	Helen Bonner, Office Assistant
Abbey Hynes	Marie Watt, Nurse
Abby Cua, Assistant	Charles Doherty, SRO
Five-Year-Old Kindergarten	STEAM/Math Coach
Holly Bearden	Michelle Traynum
Cheryl Robinson, Assistant	
Lauren Stephens	Reading Coach
Trinita Chapple, Assistant	Patsy McGregor
Nicole Dorski	
Tasmariah Gray, Assistant	Special Education & Student Services
Stacy Kubu	Elizabeth Smith, Resource
Erica Wells, Assistant	Melissa Knowles, Speech
Nicole Callaham	Candace Maddox, Intervention
Lisa Pond, Assistant	Megan Penninger, Guidance
Kinsley Parker	Susan Woodward, ESOL
Cheryl Hunsberger, Assistant	Dr. Heidi Bolden, Psychologist
	Christine Sharp, LLI Assistant
First Grade	Lisa Ashley, Gifted and Talented
Amy Dowdy	Cindy Hughes, LLI Assistant
Kellie Cathey	Sheri Richey, Digital Integration Specialist
Alex Driver	
Ciara Fowler	
Yvonne Nix	Custodial Staff
Shelby Cruse	Lynn Harris, Head Custodian
	Kiki Watson
Second Grade	Joe Magee
Cheryl Archie	
Lily Franklin	Cafeteria Staff
Melissa Milano	Teresa Jefferson, Manager
Dorienne Williams	Carol Hart, Assistant Manager
Jennifer Smith	Donna Gillespie
Denise Savidge	Hattie Gaines
Anna Mize	Vicki Shifflet
Music	Faye Kelley
Lindsay Morgan	Art
	Candice Stanzione
Physical Education	
Mike Polson	Media Center
	Katie Cantrell

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 Instructional Services
Mrs. Amy Heard	Assistant Superintendent for Financial Services
Dr. Jerome Hudson	Assistant Superintendent for Student Services
Mr. Kyle Newton	Assistant Superintendent for External Affairs
Mr. Darryl Webb	Director of Transportation Services (260-5070)
Dr. Brenda Harper	Director of Special Education
Mrs. Sabrina McCall	Director of Human Resources and Teacher Effectiveness
Mrs. Brenda Kelley	Director of Elementary Instructional Services
Mrs. Kim Morgan	Director of State and Federal Programs
Dr. Veta New	Director of Professional Learning Services
Dr. Cory Williams	Director of Student Services
Mrs. Sherry Martin	Director of Secondary Instruction, Gifted, ESOL, Testing Services
Mr. Henry Adair	Student Services Administrator
Mrs. Janis Bolden	Director of Nursing Services
Mrs. Dana McClung	Director of Financial Services
Mrs. Sharon Hunt	Director of Culinary Services
Mr. Wess Grant	Assistant Superintendent for Operational Services
Mr. Ben Willis	Director of Information Technology Services
Mrs. Pamela Hassan	Director of Purchasing and Warehouse Services

DISTRICT BOARD OF TRUSTEES

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

While we regret the current health situation our nation is facing, student and staff well-being remains a top priority at Homeland Park Primary. It is important to recognize and understand that despite reopening of school campuses, school will look and operate differently with the safety and health of students and staff at the forefront. Our school and district remain confident in implementing various instructional models, and is fully committed to ensuring each and every child is provided with a quality education.

Universal Safety Measures

- Classes will remain together throughout the day and transitions will be minimal. Support staff, including related arts teachers, will deliver instruction in the classroom.
- Student arrival and dismissal procedures will be modified to ensure social distancing. Parents are encouraged to transport their children to and from school, if possible. School buses, however, will be available and will implement safety measures to protect students.
- Implementation of Social Distancing guidelines to the fullest possible extent in a school setting, including the spacing of classroom desks and tables. Recreational furniture (couches, flexible seating, etc.) have also been removed from classrooms.
- Classes will remain together throughout the day and transitions will be minimal. Support staff, including related arts teachers, will deliver instruction in the classroom.
- Continuation of robust cleaning, disinfecting and sanitizing routines throughout the entire school day and on into after-hours at school and on the buses, with priority going to high-trafficked areas and frequently encountered surfaces.
- In addition to regular cleaning and disinfecting routines, use of electrostatic cleaning equipment will also be implemented.
- All faculty and staff members have been provided with personal protective equipment including masks and/or face shields and are required to wear them, as mandated by the South Carolina Department of Education.
- Required face masks for all students in all grades levels, as mandated by the South Carolina Department of Education. (Provided two (2) per student by the school district)
- Also as mandated by the SC Department of Education, ALL students in ALL grade levels MUST wear a mask on the school bus. Social Distancing measures will also be in effect on the school bus, which includes students of the same families being seated together.
- All classrooms are stocked with gloves, hand sanitizer, and disinfectant. Hand soap washing stations will also be readily available.
- Proper hand hygiene signage, as well as social distancing reminder signage, will be placed throughout the school.

- All playground equipment will be closed. Recess will still take place, but use of equipment will not be permitted. At Homeland Park, the teachers will engage students in two recess periods each day.
- Drinking fountains have been closed until further notice. Students are encouraged to bring a refillable water bottle to use in the classroom.
- Classes will use restrooms in the classroom to limit use of main group restrooms. Main restrooms will be reserved for classes without restrooms.
- There will be no mass gatherings, no field trips, and no entry of nonessential visitors for all Anderson Five school campuses for the foreseeable future.
- Homeland Park students all qualify for the federal free meal program. Students will be provided breakfast in the classroom when they arrive. For lunch, the children will be socially distanced by class in the cafeteria. Lunch choices will be limited and eating trays/utensils will be disposable.
- Nurse Marie will be made aware and stay abreast of special health care needs among student populations, and remain readily available to educate and guide our school on best health practices and safety protocols.
- Non-contact thermometers will be used to check student temperatures as they arrive each day.
- Homeland Park will have a designated isolation room (separate from the healthroom) to evaluate students and/or staff displaying symptoms of COVID-19. Students/staff displaying symptoms of COVID-19 will be evaluated in the isolation room and contained until being picked up. Symptomatic students and staff will be referred to COVID-19 testing from a health care provider.
- In the event of any confirmed case or cluster of COVID-19 among staff or students, school administrators will notify local public health officials and DHEC immediately. All decisions thereafter will be made in conjunction with our local DHEC officials. Depending on the recommendations issued by DHEC, Anderson Five would be prepared to shut down district-wide, school-wide, or possibly by classroom. Similar to protocols followed in other cases of illness (such as TB, Measles, etc.), letters from DHEC will be mailed to notify school communities, and the district will work with DHEC to provide information to trace possible contact exposure. Further recommendations and actions from that point would come directly from DHEC.
- In the event that an individual student must self-quarantine due to exposure, this will be similar to any other instance in which students are out for extended periods of time: said student should notify the school/teacher(s), teachers will provide said student with the necessary classwork to be completed from home. Students will not be penalized/punished for being unable to attend school due to self quarantining due to exposure.

- In any event in which students and/or staff members have a known or suspected COVID-19 case, OR display symptoms of COVID-19: these parties CANNOT remain at school. In NO CASE may a student or staff member return to school before the passage of 14 calendar days after exposure, and 72 hours (3 days) fever-free without the use of fever-reducing medication.

HOMELAND PARK PRIMARY SCHOOL PARENT TEACHER ORGANIZATION

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. Due to COVID-19, many of the school-wide family events and activities have been “put on hold.” However, our creative faculty and staff will look for ways to connect with parents and the community, while still keeping everyone safe. It is going to be a different year, but we still plan on having a lot of FUN!

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.

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: Helen Bonner). Parents may send excuses to the school's data clerk via e-mail at helenbonner@anderson5.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.

COVID-19 Absences

Students will not be penalized/punished for being unable to attend school due to self quarantining due to exposure.

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.

ARRIVAL AND DISMISSAL

Arrival

School begins on Tuesday, September 8. When bringing children to school each morning, drivers should enter the campus off of South Main Street across from Word Tabernacle Church. Proceed to the front of the building for unloading. **DO NOT PARK AND WALK YOUR CHILD TO THE BUILDING.** This slows down traffic and creates safety issues. 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 6:30 a.m. when the doors are unlocked (make sure a school official has unlocked the door before you leave your child). Social distancing protocol will be maintained and, after 7:30, students will go directly to the classrooms. **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 from their classrooms. Students must enter the car with assistance from teachers on duty. Please use extreme caution 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 6:30 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 front entrance and can be picked up at the door located in the middle of the school's front drive.

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 is 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, it is important that every student obey the following bus 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.

If students do not obey these rules, they may lose the privilege of riding a school bus. Also, if an adult is not waiting on a child to get off the bus in the afternoon and the child is brought back to the school, the child will not be allowed to ride the bus the following day.

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.

For safety reasons, students will not be able to be signed out from the office after 2:00 p.m. each afternoon. Parents should join the car rider line and follow regular dismissal procedures for pick up.

VOLUNTARY ACCIDENT INSURANCE

Information about accident insurance for students is available on the school's website at <https://www.anderson5.net/Domain/11>. There are two plans that are available (school-time coverage and 24-hour coverage). 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 data clerk, Helen Bonner, at helenbonner@anderson5.net.

MONEY/ITEMS 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. Students will be provided breakfast in the classroom when they arrive. For lunch, the children will be socially distanced by class in the cafeteria. Lunch choices will be limited and eating trays/utensils will be disposable.

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 or send in food from commercial restaurants for students.

When COVID-19 conditions improve, we welcome parents and guests in our cafeteria. Until then, however, only students and their teachers are able to eat 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.

Face masks must meet student dress code requirements.

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
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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

Evacuation drills 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. Drills will be modified to ensure proper social distancing during the COVID-19 pandemic. However, in the event of a true emergency, social distancing may not be in the best interest of student safety.

VISITORS

There may be times this year when parents are allowed in the building. If you are visiting or conducting business in the office, you must wear a face mask.

In addition, 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.

E-LEARNING AND SCHOOL CLOSING

In case of severe weather or a mandatory shut-down, the district will use established eLearning procedures. Students will complete assignments from the teacher using Chromebooks. The students (and parents) must check in each day with the online teacher, participate in virtual activities, and complete assignments to be counted present.

State attendance laws are in force during eLearning.

In a mandatory shut-down, students would engage in both online virtual learning experiences with the teacher, as well as self-directed, independent educational activities.

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.

It is especially important this year that emergency contact information be kept updated. Please contact the office at 864-260-5125 with any changes.

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.

IMPORTANT NOTE: Five-year-old kindergarten students are now required to have a Hepatitis A vaccination.

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.

IMPORTANT NOTE: Students who do not comply with the new face mask requirements or other health and safety measures will be disciplined according to the district’s code of conduct.

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.

Sweet Kids

Throughout the school year, students will be nominated by faculty and staff for the "Sweet Kids Award." "Sweet Kids" 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 Club

Students will be recognized by the school each month.

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 Fountas and Pinnell Benchmarking, 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.

Students will visit the media center weekly, one class at a time, to check out books.

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.

This year, it is best to communicate with the teacher through written notes, email or phone conversations. Virtual conferences are also an option using Google Meet.

However, conferences can be arranged by scheduling a time with the teacher. The teacher can only meet with parents or guardians and no more than two people at a time. Please, always report to the office and wear a face mask before going to a teacher's classroom.

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

There will be no field trips planned at this time. The district will revisit the possibility of students participating in trips after Spring Break.

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