

Pickens Elementary

2017-2018

Parent Handbook



***The greatest natural resource are the minds of our children” -
Walt Disney***

**Pickens Elementary
Faculty and Staff
2017-2018**

Mrs. Donna Harden, Principal
Mrs. Shannon Lawton, Assistant Principal
Mrs. Beckie Hylkema, Guidance Counselor
Mrs. Amanda Watson, Secretary
Mrs. Carissa Fowler, Data Entry Clerk
Mrs. Lori Alexander, School Nurse
Mrs. Beverly Whitman, Receptionist

Kindergarten (4 yr. olds)

Mrs. Tiffany Vatakis, Teacher
Mrs. Amy Ramey, Assistant

Kindergarten (5 yr. olds)

Mrs. Megan Groves
Mrs. Sherri Martin
Mrs. Carrie Owens
Ms. Bailey Taylor

Kindergarten Assistants (5 yr. olds)

Mrs. Joan Bennett
Mrs. Chrissy Duncan
Mrs. Cheryl Looper
Mrs. Amanda Turner



First Grade Teachers

Mrs. Shelley Doomey
Mrs. Lori Newman
Mrs. Stacie Seaborn
Mrs. Katie Taylor

Second Grade Teachers

Mrs. Jessica Abercrombie
Mrs. Andrea Grant
Mrs. Karen McMinn
Mrs. Lori Newman

Third Grade Teachers

Mr. Jim Little
Mrs. Jennifer Patterson
Mrs. Alicia Shock

Fourth Grade Teachers

Mrs. Melissa Burrell
Ms. MaryAnn Merritt
Mrs. Tami Sickels
Mrs. Mary Spearman

Fifth Grade Teachers

Mr. Lem Blackwell
Mrs. Erin Hunter
Mrs. Angie Webster

Special Areas

Mrs. Carla Alexander—Art
Mr. Matt Burrell—PE
Mrs. Tina Byrum—Technology Assistant
Mrs. Lori Durham—Instructional Coach
Mrs. Allison Gallagher—Media Specialist
Mrs. Heather Hennessee—Smart Start
Mrs. Louise Hope—Resource
Mrs. Amber Jones—Speech Therapist
Mrs. Heather Lamneck—Resource
Mr. Greg Martin—PE
Mrs. Nikki Miller—Reading Coach
Mrs. Kristin Porter—Gifted and Talented
Mrs. Lacey Rogers—EMD Self Contained
Mrs. Tiffany Short—Music
Mrs. Karen Sterlachini—Psychologist
Mrs. Elizabeth Widner—Reading Interventionist
Mrs. Lynn Williams—PE

Custodians

Mrs. Lisa Bates
Mrs. Shannon Clark
Mr. Sammy Galloway—Plant Engineer

Food Service

Mrs. Ami Davidson—Mgr.
Mrs. Kali Kalchthaler
Mrs. Julia Lance
Mrs. Lavaonna Mosley
Mrs. Brandie Smith

Special Needs Assistants

Mrs. Tina Alexander
Ms. Gaye Cantrell
Mrs. Lori Chappell
Mrs. Kelly Nelms
Mrs. Donna Raby

PTO Officers 2016-2017

Phone numbers to remember:

Office

397-2300

Fax

898-5627

After-School Care Office

397-2315

Cafeteria

397-2308

Bus Office

397-1173

DAILY SCHEDULE

7:30 AM

School buses arrive and doors are opened for students. Students go directly to the hallway depending on grade level. Car riders enter through the front doors. No student drop-off before 7:30 am.

7:50 AM BELL

All students go to their homeroom to eat breakfast and get ready for the day.

8:00 AM BELL

School begins. Students are to be in their desks by 8:00 a.m. and ready for learning. **Students arriving after 8:00 a.m. are tardy and must be accompanied to the office by a parent/guardian to be signed in.**

2:00 PM

Reminder—No sign outs will be allowed after this time.

2:30 PM BELL

School Dismissed—Parents who transport their children should be at the school at this time. An **After School Care charge** will be in effect for any student not picked up by 2:50 p.m.

2:30 PM—5:30 PM

After-School Program—Students must be picked up by 5:30 p.m. **An additional charge of \$1/ per 5 minutes will be assessed if pick-up is delayed.**

ATTENDANCE

Good attendance is necessary for progress in school. The instructional day begins promptly at 8:00 a.m. **A student is tardy if he/she is not in his/her homeroom by 8:00 a.m.**

When a student is tardy, he/she must be accompanied to the office by a parent/guardian to be signed in for the day. Students will receive a late pass to be given to the homeroom teacher. Tardies and early dismissals should be kept to a minimum.

If it is necessary to be out of school due to sickness or family emergency, a written excuse is required from a parent within three days. The student is expected to complete all make-up work within five school days. When a student has an extended illness, please contact the school.

If it is truly necessary for the student to be out of school for unavoidable reasons, a parent may make a written request to the principal that a prearranged lawful absence be approved.

The school will immediately intervene with the parents of any student who is unlawfully absent from school for three (3) consecutive days or a total of five (5) days. Any student who incurs excessive absences will be referred to the Attendance Supervisor of Pickens County.

COMMUNICATION

Early Dismissal

If it becomes necessary for a student to be dismissed from school early for any reason, **please send a note to the home-room teacher.** This prior notification will allow the teacher ample time to make assignments or to provide any work that needs to be finished before the child leaves. Students may be signed out only by a parent/guardian unless another adult is listed on the sign-out card. A parent/guardian must complete this information in the registration packet. It is recommended that parents/guardians contact those people with whom students may be picked up and confer with them before listing them as emergency contacts on the sign-out card. They will also need to know the code word. **No sign outs will be allowed after 2:00 p.m.**

Weekly Folders/ Agendas

Each week, students of PES will bring home their folder. These folders contain student work, assignments, notes, newsletters, calendars, and any other important information for the family. Parents/guardians are asked to review the materials found in the folder. This is an excellent source of communication between home and school. Once the materials have been reviewed, please sign and have the student return the folder on the following school day. Also, please review your child's agenda daily and initial to keep up with their progress. **School agendas** are used in grades 3-5 and parents should check these daily to ensure homework is complete and correct.

School Parties/Birthday information

Consistent with all Pickens County Schools, our PTO sponsors two parties per year, Christmas and Valentines. Spring/fall celebration may be observed with treat bags which are sent home. Birthday invitations may not be passed out at school. Parents may provide the class with cupcakes at lunchtime. Bringing fast food lunches is discouraged.

NEWS

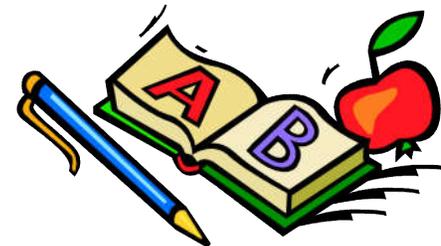
Student news will be updated regularly at our website: pes.pickens.k12.sc.us The school calendar as well as teacher web pages, school newsletter and teacher newsletters will provide plans, assignments, news and general communication to parents. **Parents should also sign up for a Schoology account to view student progress.** Web pages and online grades will be updated once per week. Time sensitive information will be communicated to homes via our automated phone software called **Message Sender.**

The **lunch menu** is also available online for parents at the beginning of each month. Parents can also deposit money online for lunch accounts and computerized phone messages will help remind parents when lunch balances get low.

PHONES

Students may use the telephone only for emergencies. Parent phone messages of critical nature will be delivered to teachers regarding their children.

Students must have a BYOD permission slip on file before bringing any technology (phone, tablet, etc.)



GENERAL INFORMATION

SCHOOL WIDE DISCIPLINE PLAN

The district communicates district-wide policies for behavior and they are listed in the “Back to School” handbook. PES has seven simple statements which are the foundation of our expectations (pictured to right).



- S**trive to do my best
- P**repare for learning
- A**ccept responsibility
- R**espect myself and others
- K**eep everyone safe
- L**isten to directions
- E**xhibit self-control

In addition, each classroom uses a clip chart system to encourage positive behaviors among students (pictured to left). Students begin each day at “Prepared for Learning” and may move their clip down the chart (if behavior is unacceptable) or up the chart (if behavior is positive). Students have the opportunity to move up or down the chart throughout the day. Classroom teachers may communicate with parents about a child’s behavior using this system.



DRESS CODE

Students are encouraged to wear safe, comfortable, clean, and appropriate clothing at all times (see District Handbook). Remember to consider the weather and activities of the day. Students should not wear revealing or see-through clothing, cut-off shirts, or clothes with offensive language or drawings on them. Shoes with backs must be worn at all times. Flip flops, football cleats or “Heelys” (roller shoes) are not allowed. Students should be aware of the requirement for tennis shoes on PE days. Hats, bandanas or head coverings should not be worn inside the building.

LOST AND FOUND

Lost and found items are kept in the cafeteria. Twice a year, all unclaimed items are donated to local charities. Students are encouraged to check this area during the year for misplaced items.

SCHOOL PICTURES

Individual school pictures are taken in fall and class pictures in spring. These pictures are also used in the yearbook. Retakes are scheduled at a later date. Yearbooks are colorful lifetime treasures and are available for a very reasonable price. Orders are taken at fall registration and year-end.

PARENT REQUESTS FOR TEACHERS

Although we understand students’ unique situations, we must consider all academic, behavioral, and demographic variables in balancing classes. Therefore, we cannot accept requests for teachers.



GENERAL INFORMATION CONT...

EATING LUNCH WITH STUDENTS

We realize that on special occasions, a parent/guardian may wish to eat lunch with a student. Notify the homeroom teacher in advance if you would like to eat with your student and if an adult lunch is desired. Please do not bring soft drinks to the cafeteria when eating with your child.

FOOD SERVICE

Our cafeteria provides nourishing, well-balanced meals each day. Students are encouraged to eat the lunches prepared at school. Lunches brought from home should not include carbonated drinks. A computerized system is used for management of money. If a student's lunch account becomes past due, a call will be made indicating that payment is required. If payment is not received, a lunch from home may be required until the balance has cleared or the student will receive an alternative meal. Also, parents are responsible for charges from previous years as well as balances that are accrued before being approved for free/reduced lunch. You may contact the Cafeteria Manager at 397-2308 for any questions about your child's lunch account.

The free and reduced-price breakfast and lunch program is available from the School Food Service Program for students whose parents meet income guidelines. A new family lunch application form must be completed at the beginning of each year. If you submit an application, you will be notified in writing if you meet the eligibility requirements of this program.

Parents should notify the principal, school nurse, and their child's teacher of any food allergies. Please make this notification in writing.

FIELD TRIPS

Field trips will be planned throughout the year to enhance classroom instruction, and our teachers work to keep costs to a minimum. The school requires written permission from the parents before a child is permitted to participate. Transportation is provided by school bus or commercial transportation. The school also reserves the right to require parent participation on field trips based on problems with student conduct or based on medical safety concerns. All parents requesting to chaperone may not be able to do so due to the number of admission tickets available or seating available on bus transportation. Our desire is to accommodate as many as possible with each trip. **All chaperones must be volunteer-trained and have undergone a SLED check. Chaperones must ride the bus with the students and may not follow in their personal vehicle.**

GUIDANCE SERVICES

The school guidance counselor helps students and their parents with educational or personal problems that are impacting the students' education. The counselor can also assist students in crisis situations. The counselor can meet with students and/or parents individually or in small groups as necessary, as tries to help when problems arise. If there are problems or other difficulties at home, which the parent feels may hinder the student at school, the counselor will be glad to work with the parents in order to help the student at school. Students may visit the guidance office by appointment, in the morning before school, or during homeroom with teacher permission. Parents may make appointments by calling the school office.



GENERAL INFORMATION CONT...

GRADING SCALE

Kindergarten and Grade 1

- The progress of students will be based on a district/state defined checklist of standards using 2 levels: S (Satisfactory) and N (Needs Time, Help, Practice). These levels will provide consistency with the state assessment instrument.

Grade 2

- E– Above Grade-Level Expectations
- S– Meets Grade-Level Expectations
- N– Difficulty Meeting Grade-Level Expectations
- U– Below Grade-Level Expectations

Grades 3-5

- The state-defined numerical grading scale will be used:
 - 90-100 A
 - 80-89 B
 - 70-79 C
 - 60-69 D
 - 59 and below F
- PE, art, and music will be evaluated on participation using 4 (Excellent), 3 (Satisfactory), 2 (Needs Improvement), or 1 (Unsatisfactory).
- A general conduct grade will be given, using only S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory).
- Parents are encouraged to personally discuss their child's progress by contacting their child's teacher for a conference. Conferences will be scheduled at a mutually convenient time.

HEAD LICE

When a student is determined to have head lice, the parent will be contacted to pick up the student from school. The student may not return to school until he/she is treated with a special shampoo made to kill head lice. Nits (lice eggs) must be removed from the hair to prevent a reoccurrence of the lice. In addition, a second shampoo treatment in seven days will be necessary. Household items such as beds, linens, furniture, carpet, toys, clothing, and combs will need to be cleaned to ensure extermination of the lice in the home. Students must be re-checked for live lice/nits before being permitted to return to the classroom. Please bring your child to the school nurse on the morning the student returns to school.

IMMUNIZATIONS

All students must have a South Carolina Immunization Record from their doctor or the Health Department before entering school. Transfer students determined to have incomplete immunization status will be required to get the necessary immunizations.

INCLEMENT WEATHER

During the winter months, inclement weather can result in an unexpected modification in school operations and schedules. In the event that snow and/or ice are in evidence or expected on any morning, district employees, students, and parents should turn to local radio or television stations, or check the district webpage at www.pickens.k12.sc.us for updates. Please do not call the school.



STUDENT OPPORTUNITIES

CHARACTER EDUCATION

Pickens Elementary's character education program features a character trait for each month and is emphasized daily through our morning announcements. Students are also encouraged to be "caught" exhibiting good character and may earn a treat from their Principal.

August– Attitude	January– Self-control
September– Knowledge	February– Honor
October– Creativity	March– Conviction
November– Gratitude	April– Hope
December– Generosity	May– Responsibility
	June– Citizenship

HONOR AND AWARDS

Pickens Elementary promotes academic excellence through its student rewards program. Students receive recognition for being on the All A and A/B Honor Rolls each year. Certificates for academic performance are given at a ceremony at the end of the school year.

End-of-year awards are not based on final cumulative grade averages but on sustained achievement throughout the school year. Students with perfect attendance for the entire year are also recognized.

The *Accelerated Reader Program* will continue this school year for all students. Students who participate in this program throughout the year receive special recognition as well.

LEADERSHIP OPPORTUNITIES

There are various opportunities for the students of PES to assume leadership roles. These experiences allow students to prepare themselves as leaders both now and in the future. Students may participate in areas such as student council, Hope Garden Club, Good News club, Canned Food drives, Safety Patrol, Chorus, peer mentoring and many more opportunities.

SAFETY

EMERGENCY DRILLS

Drills, such as fire, earthquake, and tornado, are necessary for the safety of the students, staff, and faculty. Everyone should know the specific designated place for reaching a point of safety from those areas of the school building in which he/she may be. During a drill, students are expected to move quickly and quietly in line to the designated place until notified. Everyone in the building is required to participate when these drills occur.

SCHOOL VISITORS AND VOLUNTEERS

For the protection of faculty, staff, and students, **all visitors and volunteers must sign in and out at the office. We ask that you display visitor or volunteer identification at all times.** Volunteers

are a significant part of the school and provide valuable service. We encourage everyone who has time, resources, or skills to contact the school and become a "Sparkling Volunteer".



SAFETY CONT...

HARASSMENT, INTIMIDATION OR BULLYING

Harassment, Intimidation or Bullying- Board Policy JCDAB
Board policy 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/or 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.

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.

A complete copy of the Policy and Rules regarding Harassment, Intimidation or Bullying is available at the school or by accessing the SDPC Parent Handbook located on the district web site at <http://www.pickens.k12.sc.us>.

TRANSPORTATION

CHANGES IN TRANSPORTATION

In order to protect students, **it is requested that parents make certain that any changes in transportation be put in writing and sent to the homeroom teacher at the beginning of the school day. Without written notification, students will be expected to follow their normal mode of transportation.**

If an emergency should occur during the school day, which may change transportation plans, a telephone request must be verified by administration. This is to ensure the safety of each child.

Due to seating availability on the buses, **seating is made available only for those students who ride the bus on a regular basis.** Therefore, students may not ride a bus home with another student unless it is approved by administration. There must be a note from the students' parents/guardians before the request will be approved.

LOADING/UNLOADING OF CAR RIDERS

In order to ensure the safety of the students, **all car riders must load/unload in the front area of the building in the drop-off line. No parking is allowed in front at the PES sign or across the street in the church parking lot. They will tow parked cars that park in their lot. Also, for safety students may not be dropped off to cross the street with or without an adult.** However, students in cars which are in line are allowed to get out of their car and walk up the sidewalk to enter the building. Parents may then safely pull back onto Hampton Avenue and exit.

Each morning, students should be prepared to exit their vehicle as quickly and safely as possible. This will aid in keeping the traffic flowing. Parents/guardians who need to come into the building for school business are asked to park in the designated visitor parking places in front, not at the curb, and enter through the front office.

All vehicles picking up students at dismissal must have an identification tag. For student safety reasons, any parent that does not have a Pickens Elementary hangtag must park and come into the reception area to produce identification, give the code word and sign out their child.

TRANSPORTATION CONT...

BUS TRANSPORTATION

Transportation is provided to students who live more than 0.2 miles from the school and/or on a designated hazardous road. The Pickens Area Transportation Coordinator along with district officials, does an extremely effective job of routing the buses to best serve PES. Anyone with bus route questions and concerns should call the Transportation Coordinator at 397-1173.

To ensure safety on the bus, it is essential that students and parents recognize the necessity for students to cooperate fully with the driver, observe the rules, and conduct themselves in an orderly manner.

Bus safety infractions that will result in a warning:

1. Standing or moving while the bus is moving;
2. Not sitting in assigned seat;
3. Getting off the bus at an unauthorized stop;
4. Throwing objects;
5. Eating or drinking on the bus;
6. Use of tobacco in any form;
7. Obscene language or gestures;
8. Harassing other students;
9. Disregarding driver authority;
10. Anything that affects the safe operation of the bus.

ALL OTHER POLICIES, GUIDELINES AND RULES ARE FOUND IN THE SDPC HANDBOOK.

CONSEQUENCES OF BUS MISBEHAVIOR

First Offense — Written Warning

Second Offense — One-day Suspension

Third Offense — Two-day Suspension

Fourth Offense — Three-day Suspension

Fifth Offense — Five-day Suspension

Sixth Offense — Ten-day Suspension

Seventh Offense — Suspension for remainder of year

* Regardless of the offense, a discipline referral must be signed by a parent and a copy will be filed for the remainder of the school year at the school and district's transportation office.

INFRACTIONS THAT COULD RESULT IN IMMEDIATE REMOVAL FROM THE BUS

1. Fighting or possession of weapon.
2. Destruction of property (reasonable charges will be assessed for damage as per district procedure.)
3. Interfering with the operation of the bus (steering wheel, gearshift, key, doors, etc.)
4. Any action or behavior which jeopardizes the safety and welfare of all concerned.

** Special circumstances regarding age of child, new students, etc. are always considered; great care is taken to ensure fairness and consistency in each action.

