

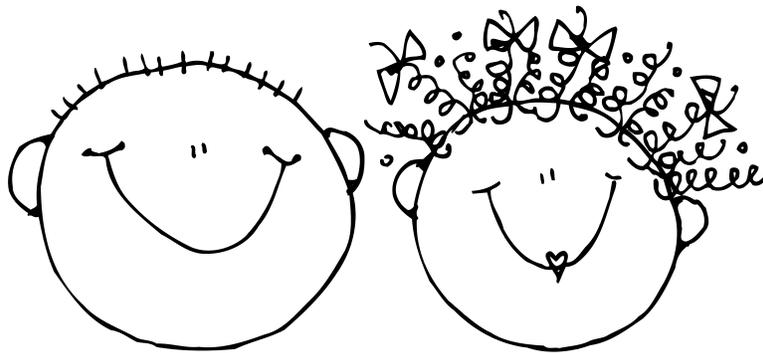
East End Elementary School

Back To School 2019

Parent and Student Handbook

2019-2020

505 East 2nd Avenue
Easley, South Carolina 29640
(864) 397-1700
<http://eee.pickens.k12.sc.us>



Supplement to Back To School 2019
A Handbook for Students and Parents
The School District of Pickens County
National Blue Ribbon School
SC Red Carpet School
Palmetto Gold School
Promi5e Place

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August 13, 2019

Dear Parents and Guardians,

It is with great excitement and anticipation that I welcome you and your child to the 2019-2020 school year at East End Elementary! Welcome to all our new East End students and parents. Welcome back to all our returning East End students and parents! We have many great things planned for the upcoming school year and are eager to begin with you and your child. It is our hope that you and your family had a wonderful summer and are eagerly anticipating the new school year. We want to partner closely with you throughout this year as we work together for the success of all our students. Cooperation between the home and school are vital as we work to provide the very best learning environment for your child. This is only possible when the home and school work together. There are many great things planned for all our students for 2019-2020. It is going to be a great year!

I encourage you to be an active participant in your child's learning this year by assisting your child each day to see that the homework assignments and preparations for the next day of school are completed. This assistance and cooperation is vital to your child's success in school. The agendas that are used by the school for each student are valuable tools to use between the home and school throughout the year. It is our hope that you will review your child's agenda daily for homework assignments, messages from the teachers, and any other pertinent information to join in partnering with you in this year of school for your child.

The **Back To School 2019** handbook provided by the School District of Pickens County is an essential reference tool for your use. This handbook supplement will provide you with additional information that is specific to East End Elementary. Keep them both as a reference for your use throughout the school year.

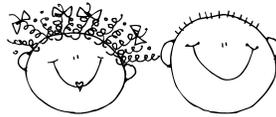
We also ask that you assist us by having your child arrive at school daily on time prepared for learning. In addition, we ask that you avoid any early dismissals if at all possible so that your child is in attendance for the full instructional day. **Please pay careful attention to the Attendance Policy for the School District of Pickens County outlined in the district Back to School 2018 handbook. Students should attend a minimum of 170 days (which means that absences should total 10 or less) for promotion to the next grade level. Students with absences totaling more than 10 are referred to the Attendance Appeals committee for promotion/retention decisions.** Research has shown that each day of absence results in 2 $\frac{1}{2}$ days of loss of learning due to the disruption in the student's instruction. Your assistance with this would be greatly appreciated.

Classroom newsletters will be sent home with your child to keep you informed of school and classroom highlights. Please keep these newsletters, along with the handbooks, as reference for your use. In addition, our district's website has valuable information for your use during the school year. You can access it at <http://www.pickens.k12.sc.us> Our school's website also has valuable resources for you. You can access it at <http://eee.pickens.k12.sc.us>

Again, welcome to the 2019-2020 school year at East End Elementary. I am eager to continue the collaborative effort with all returning parents and students and am especially eager to meet the new students and parents that join us this year. I am excited about the new school year and all it brings to each of us at East End. Feel free to contact me if you have any questions. I am eager to assist you. This is going to be a great year! Let's join together to make this the best year ever for both your child and the entire East End School family. Welcome to the 2019-2020 school year!

Sincerely,
Tammy Day, Principal

School Mission Statement



At East End Elementary School

Our Mission

Excelling in Academics

Encouraging Character

Embracing the community

Seeking success for all students

School Beliefs

- Students are our first priority and are given equitable educational opportunities.
- Education is the shared responsibility of parent, child, and teacher.
- Learning and education must be life-long in order to prepare students for a successful future.
- All people can learn and contribute to society in a unique and valuable way.
- Cultural diversity promotes full development of the individual and society.

Daily Schedule

7:30 a.m. The doors to the school are opened and morning supervision begins. Adult supervision is not available until 7:30 a.m. Students arriving between 7:30 a.m. and 7:45 a.m. are to report to their grade level hallways for supervision. Students eating breakfast should arrive no later than 7:45 a.m. on campus to insure being on campus in time to order breakfast each morning.

- 7:30 - 7:45 a.m. Students report to the hallways on their grade levels for supervision.
- 7:45 a.m. Homeroom teachers get students from hallway to start the morning.
- 8:00 a.m. School instructional day begins. Students arriving after 8:00 a.m. are tardy and must be signed in the office by a parent or guardian.
- 2:30 p.m. Dismissal begins with K - 2nd Bus Rider Dismissal Bell
- 2:31 p.m. - Dismissal Bell for 3rd - 5th Bus Riders.
- 2:32 p.m. - Day Care Dismissal Bell Rings
- 2:33 - Dismissal Bell for Gate Students and YMCA Students
- 2:35 - Car Rider Dismissal Bell

All students should be picked-up no later than 2:45 p.m. Faculty supervision ends at 2:45 p.m. Anyone remaining after 2:45 p.m. will be placed in the Homework Center. Homework Center is \$4.00 daily for students remaining at school past 2:45 p.m. until 4:00 p.m.

Attendance

Absences from School

Students must provide (within 3 days of an absence, or if the student has several continuous absences - within 3 days after the student's return to school) a written excuse from a parent, guardian or health practitioner for ALL absences other than those approved by the principal for a school-sponsored activity.

PLEASE NOTE: If an excuse is received after the 3-day limit, the absence(s) will remain as unexcused on the student's attendance record. It does not matter whether the excuse was written by the parent or by a licensed/certified health practitioner; it will remain unexcused after the 3-day deadline. The excuse will be placed in the student's file for information but the student's attendance record will not change. Therefore, it is very important to meet the 3-day deadline. A written note can be sent or e-mailed to your child's teacher or you may also copy the e-mail to Stacy Sanders, data entry clerk, at StacySanders@pickens.k12.sc.us

A valid excuse must:

- be dated,
- list the student's full name,
- contain the date(s) of the absence(s),
- list the reason for the absence(s),
- list a telephone number of the parent (if needed for verification), and
- be signed by the parent/guardian or a licensed/certified health practitioner.

The following definitions pertain to absences:

Excused Absences

- Absences for student health concerns excused by parent/legal guardian or licensed/certified health practitioner involved in the student's care
- Absences for a serious family health concern or death in the family
- Absences for parental approved, pre-arranged, non-school sponsored trips or activities including recognized religious holidays (pre-arranged absences must be approved by the principal prior to the absence)

Once an elementary student has accumulated 10 absences -- regardless of the reason -- an excuse from a licensed/certified health practitioner will be required for any further absence (i.e., no parent notes will be accepted to excuse an absence after the student has accrued the 5th unexcused absence or 10th absence total absence). Should a death in the family occur after the 10th day, an obituary notice must be provided to the school in order for that day(s) to be excused.

A student who has more than 10 absences throughout the 180-day school year may not be eligible to receive credit for the classes taken that year. Students who do not meet the attendance requirement may appeal to the school's Attendance Appeals Committee for consideration.

State attendance regulations require school personnel to conduct a Student Attendance Intervention Conference for every student who accumulates 3 consecutive unexcused absences or a total of 5 unexcused absences. At the conference, the parent or guardian and school personnel will address ways to correct and or improve the attendance issues.

Medical Homebound Instruction

Parents who anticipate a student's absence due to an extended health problem may apply immediately for homebound instruction. Application must be made within 10 days of the first series of absences. The homebound student will not be counted absent. Instead, the absences will be noted as homebound days. Students who cannot attend school because of illness or injury, even with the aid of transportation, are eligible for homebound instruction. A licensed medical doctor must certify that the student is unable to attend school but able to profit from the homebound instruction. We encourage parents to notify the school as soon as you are aware of the need for medical homebound instruction.

Late Arrivals/Late Arrivals to School

Good habits are learned early. Being on time is essential. Late arrival to school results in interruptions to the learning process. Parents are encouraged to have students to school on time. Late arrival to school is discouraged since it means the student is missing important instruction and creates a disruption in the classroom as the student arrives to the class. A student arriving to school after the 8:00 a.m. bell must sign in at the office and be accompanied by his/her parent. A written excuse, such as a doctor's statement, must be presented at the time of the tardy. All other tardies will be excused or unexcused depending on the reason for the tardy. **If you fail to sign your child in, the teacher is required to send the child back to the office for a tardy slip which will be considered as an unexcused tardy.**

Early Dismissal

Early dismissal is discouraged because it means a student is missing important instruction and creates a disruption in the class as they leave. A student shall not be permitted to leave during the school day without the approval of the principal. A parent, guardian, or person designated in writing by the parent on enrollment forms as an emergency contact must come into the office area and show a picture I.D., sign the student out, and document the reason for early dismissal. Early dismissals end at 2:00 p.m. unless there is a bonafide emergency warranting the early dismissal.

Leaving after 2:00 to avoid school traffic will not be permitted. **If early dismissals become excessive, you child will not be released from school without a doctor's note or confirmed appointment such as meetings with social workers or law enforcement.**

Change of Address or Phone Number

It is imperative that we have a current address and phone number at all times. Emergencies arise, and the information is important. Please notify us of any change. The school must have a number through which parents/guardians can be reached. Phone numbers that are blocked for school numbers will not be tolerated. If this occurs, reports to the appropriate authorities will occur.

Field Trips

Field trips are planned to meet specific instructional goals and costs are kept 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 Administration reserves the right to refuse participation on field trips based on problems with conduct. The school also reserves the right to require the parent participation on field trips based on problems with student conduct. All parents requesting to chaperone may not be able to do so due to number of admission tickets available or seating available on bus transportation. Our desire is to accommodate as many as possible with each trip. Due to liability concerns and supervision issues, all students going on the field trip must ride the transportation provided by the school. Additional children of any age are not allowed on field trips. In order to chaperone a field trip a parent must have an up-to-date SLED check through SDPC and have completed volunteer training during the current school year.

Dress Code

We feel better about ourselves when we are looking our best; therefore, we ask that our students dress appropriately for school. Students are encouraged to wear comfortable, clean, and appropriate clothes at all times. Remember to consider the weather and activities of the day. For example, tennis or athletic shoes should be worn on PE days. Students may not wear revealing or see-through clothes, cut-off shirts, net and halter-type tops, and baggy sagging pants, clothes with offensive language or drawings on them. We also ask that students not wear hats in the building. If shorts are worn we ask that good judgment be used. Mini-skirts are not allowed. Undergarments and midriffs should be covered at all times. This applies to all students. Any problems involving dress will be handled on an individual basis. A call may be placed home asking the parent for a change of clothing to be delivered to the school in the event that the student's dress does not meet the dress code requirements. The SDPC Dress Code can be reviewed at:

<http://www.pickens.k12.sc.us/cms/one.aspx?portalId=137540&pageId=3097351>

Notes Required from Parents or Guardians

Notes are requested for the following:

1. absence - written excuses must be received in 3 days or the absence is counted unlawful.
2. tardiness
3. early dismissal
4. request for excuse from recess or P.E.
5. field trips
6. **any change in transportation from school**
7. in reply to notes from teachers or principal

When sending a note please include the following information:

1. child's name
2. reason for writing
3. date note is written
4. phone number
5. parent or guardian's signature

Parent and Teacher Conferences

A conference may be requested by the parent or the teacher. Parent-teacher conferences are encouraged for the benefit of the child. If a conference is desired to discuss your child's academic progress, please notify the teacher by letter or by phoning the school to set up a time convenient to all parties. Teachers may also contact parents if a conference is needed. Conferences must be held before or after school, or during the teacher's conference period in order to avoid disruptions to the learning environment. Parents are asked not to use the homeroom period beginning at 7:55 a.m, each morning for a conference time. Teachers have duties with their students, which makes this time unavailable. Parental cooperation with this request will be appreciated. Conferences are important. Participation in pre-arranged conferences is encouraged.

Homework/Student Work/Information From The Teacher

Homework is assigned as an extension of our daily school program. It teaches students responsibility and gives practice and reinforcement to skills taught at school. If your child is experiencing much difficulty or spending an unreasonable amount of time on homework you should request a conference with your child's teacher.

Each teacher posts information with assignments, due dates, and special events to Schoology. Each student's graded and non-graded work are sent home weekly. Please review information shared by the teacher on Schoology as well as communicated via newsletter or e-mail. Each teacher will communicate individually about their individual classroom practices for sending home school work.

Visitation in School

We encourage you to visit our school, but request that you work with the teacher and/or administration to arrange the schedule. All visitors - parents and volunteers too - are asked to stop by the office and get a visitor's pass and sign in so that we may know you are in the building. Each person must first sign in the office through our Raptor System, which clears each person for access into the school.

Parents and visitors are welcome at school any time. All visitors including school volunteers must stop by the office upon entering the school building. This regulation is for the students' protection. It also aids us in minimizing classroom disruption and helps us to accommodate visitors who may receive a phone call while in the building. Parents wishing to talk with the teacher are asked to arrange a conference. Teachers have duties before and after school, which calls for the need of conferences being arranged in advance. Homeroom duties begin at 7:55 a.m. which results in the teacher not being available to discuss with parents or guardians individual student needs at this time. Additional information about visiting and volunteering can be located in the district's handbook at: <http://www.pickens.k12.sc.us/cms/One.aspx?portalId=137540&pageId=769405>

PTO (Parent Teacher Organization)

East End Elementary is proud of its parent support and involvement. The PTO actively supports the instructional programs of the school. The PTO coordinates grade parents, volunteers, as well as business partnerships. In addition to fundraising, programs such as Campbell's Soup Labels, Carolina Crème Spirit Days, and Box Tops for Education are some of the additional initiatives of our PTO.

Parents may join the PTO at Meet the Teacher Night or other PTO events. Look for school newsletters to highlight additional information about our PTO events and programs throughout the year. If you are interested in joining the PTO-Leadership Team, please let us know. We are eager to have parents join the leadership team. We hope everyone will become a member of the PTO.

School Improvement Council

The School Improvement Council is composed of parents, teachers, and administrators. Election of parent and faculty members is held annually in the fall. The length of service is two years for each elected member. The School Improvement Council oversees the planning and implementation of the Strategic Plans of the school. The principal and assistant principal are ex-officio members of the council. Our SIC and PTO partner in efforts to benefit our school and community through outreach programs such as the Souper Bowl of Caring, the SIC Yard Sale, the East End Pantry, and our Bulldog PUPS Volunteer program, which provides tutoring assistance for our students. We are looking for great volunteers to join us in these efforts. If you are interested, please let us know. The SIC is a vital part of our school's program and we need your volunteer assistance.

Stairs/Elevators

The large staircase in the front entrance is to be used by students as an "up" staircase only. The staircases at each end of the building may be used for both "up" and "down" traffic. The elevator may be used by students who have an injury which prevents them from using the stairs. Parents must inform the principal in writing of the request to use the elevator. The principal will grant this permission and inform all faculty and staff. For safety and security reasons, students may use the elevators only with adult supervision.

Breakfast and Lunch Program

Each student is assigned his or her own ID number for our school Lunchbox System. This system operates on a prepayment plan. The money sent for meals and special sales is credited to your child's own debit account. The correct amount is automatically deducted when your child purchases breakfast, lunch or special items such as extra milk, juice, or water. If you do not wish for your child to have an option for special sales, you will need to send a letter to the Lunchroom Manager noting that you do not wish for your child to have the option of purchasing special sales. Otherwise, your child will be able to purchase any special sale items such as bottled water or juice with their lunchbox number.

This system allows for you to pay from one week to one year in advance. All students should have at least one week in advance paid by the first day of each school week so that funds are available in their accounts for purchase of lunches or breakfast. Your child's account will be protected and a statement of activity can be provided if you desire. This year we will be accepting online payments to your child's lunch account through our Student Nutrition Services program. Please be looking for more information about this way to help our parents keep in close touch with their children's lunch accounts as well as make payments to the breakfast and lunch accounts online.

We ask that everyone send money at least weekly rather than daily. Money should be sent each Monday or the first school day of each week. Online payments can be paid at anytime during the week. If a student's lunch account becomes overdrawn, the lunchroom manager will send a ParentLink message indicating the amount that is owed. It is a tremendous help when everyone keeps up-to-date with their account funds.

Due to the lack of facilities and limited lunch time teachers are not able to heat or refrigerate student lunch items. Due to USDA guidelines, carbonated drinks are not permitted in the school. East End participates in Breakfast in the Classroom program where students order breakfast and eat it in their classroom each morning. We are committed as ever to the academic success of all of our students. The first and best tool that we can use to ensure student success is to guarantee that each child begins the day with a healthy and nutritious breakfast - whether at home or at school. Research shows that children who eat a nutritious breakfast have better test scores, longer attention spans, improved attendance, and fewer disciplinary problems.

Important things to know about EEE Breakfast in the Classroom:

- **Students will "order" breakfast upon entering their classrooms no later than 7:45 a.m.** Breakfast will then be delivered to each classroom where students will eat at their desks while the teacher takes attendance and completes other morning duties and the students can also begin their morning work routine.
- Car riders wishing to eat school breakfast must be in their classroom no later than 7:45 a.m. each morning in order to place his/her order for it to be sent to the cafeteria by 7:50 a.m.
- There will be only one warm breakfast option each morning.
- Students will be able to choose milk (white only), juice, or both to have with their breakfast.
- Students arriving on late buses will be allowed to pick up breakfast from the cafeteria after going to their homeroom.
- Breakfast prices are as follows: \$1.50 (full pay) \$0.30 (reduced pay) \$0.00 (free)

School breakfast is an ideal solution on busy mornings when families are running behind or for those students who are not hungry when they first wake up. Whatever the reason, if breakfast at home is not convenient, please take advantage of breakfast in the classroom here at school.

The breakfast prices for 2019-2020 are: Full Priced Breakfast - \$1.50, Reduced Price Breakfast - \$.30. The lunch prices for 2019-2020 are: Full-Priced Lunch - \$2.10 and Reduced Price Lunch - \$.40.

Bus Riders

Kindergarten bus riders must have an adult present to receive the child as they return home. If no adult is present, they will be brought back to the school. School buses are considered school property and all rules apply to students who ride these buses.

Disciplinary action will be taken for inappropriate behavior on the bus. A student must behave in order to have the privilege of riding on the bus. Conduct slips are written by the driver and given to an administrator to be signed.

We feel that you should be aware of the consequences if your child is disruptive on the bus. Our buses are filled with children; therefore, it is imperative that each one stay seated, talk quietly, and keep hands off of others in order to insure the safety of all children. The driver issues conduct reports after verbally warning the children. If the misbehavior continues, the following measures are taken:

Kindergarten - 5th Grade

- 1st conduct report is a warning with a contact made to the family.
- 2nd conduct report results in denial of bus privilege for one (1) day.
- 3rd conduct report results in denial of bus privilege for three (3) days.
- 4th conduct report results in denial of bus privilege for five (5) days.
- 5th conduct report results in denial of bus privilege for 2 weeks.
- 6th conduct report results in denial of bus privilege for the remainder of the year

Please Note Exception

If the driver brings a student(s) back to the school or if there is fighting on the bus (regardless of who starts it) bus privilege is automatically denied for one week. In addition, the administration reserves the right to increase the amount of time suspended from bus service as a discipline consequence as necessary in the event of misconduct as well as to make changes with the disciplinary consequence, as needed, due to the circumstances involved. Students are expected to follow the rules to ensure the safety of everyone.

Please familiarize yourself and your child with these rules. We realize it is inconvenient for children to be put off the bus, but disruptive behavior cannot be allowed.

Video cameras will be used periodically on the buses to monitor student behavior

Discipline

Maintaining a safe and orderly environment for our students is an important part of providing a quality education.

Philosophy:

We the faculty and staff are committed to having a positive learning environment at East End Elementary School. Teachers are at school to teach; students are at school to learn. Anyone disrupting this environment disrupts learning.

Objectives:

To continue the positive learning environment at East End we have developed a new approach to behavior that will be used school wide.

Our Expectations:

1. Respect yourself and others.
2. Work to the best of your ability.

Rules:

The following actions are prohibited:

1. Using profane, obscene, or indecent language or gestures.
2. Littering the school premises.
3. Improper use of the restroom.
4. Walking everywhere except on the playground.
5. Loitering in the halls, restrooms or any place not allowed.
6. Chewing gum
7. Wearing hats inside the school building
8. Bringing to school play cars, toys, radios or any personal items not needed in the learning process.
9. Actions that cause disruption in the classroom or in the school.

The school wide behavior system uses a clip chart system.

This will reinforce our expectations for learning in the following ways:

Each child begins their day on "Ready to Learn". Their decisions throughout the day will determine their standing on the chart. Every child has something to work for and if they make a mistake (and need to clip down) they do have the opportunity to make it right (and clip back up).

Our faculty will be working together throughout the year to address this new approach and develop it to suit the needs of our students



Any incident which the administration deems a serious offense will be handled at the discretion of the administration and may be considered exempt from the color clip chart.

Examples are as follows:

Major offenses

There are some incidents which could lead to immediate suspension:

1. disrespect toward or disobedience to a teacher or staff member
2. gambling
3. fighting
4. bullying, harassing, or intimidating others
5. destruction of school property
6. possession, distribution or use of tobacco or alcoholic products
7. possession, distribution or use of drugs

Possession of any firearm or dangerous weapon will lead to immediate suspension with a recommendation for expulsion. Expulsion for a full calendar year will be recommended if the weapon is a firearm, explosive, or incendiary device.

Any other incident which the principal deems to be a serious offense could lead to immediate disciplinary action.

It is important for students to display appropriate conduct and behavior at school. A safe and orderly environment is necessary for learning by all students. Misbehavior causes for disruption to the learning environment resulting in other students in the classroom to be denied the appropriate instruction and climate necessary for success. Failure to follow school and classroom rules will not be tolerated and will be handled appropriately by either the teacher or the administration in order to end the disciplinary concern in order to return the classroom to an environment focused on academic success. Parental support in our efforts is much needed and appreciated.

Please note:

Refer to the Back To School 2019 School District of Pickens County Parent and Student Handbook for important policies, rules, regulations, and information concerning all aspects of the school and its programs as outlined by district policy and procedures. Please keep both the school and district publication as a handy reference throughout the 2019-2020 school year. In addition, the school and district websites are both valuable tools for your use throughout the year. Please be sure to note **Volunteer information** noted in the SDPC Back To School 2019 handbook as well as information posted on the SDPC website. You can access the district website at <http://www.pickens.k12.sc.us> The school website can be accessed from the district webpage or at <http://eee.pickens.k12.sc.us>