Parent-Student Handbook

Hendrix Elementary IB World School



www.hes.spart2.org

Welcome to Hendrix Elementary International Baccalaureate World School

It is with great pride and joy that I welcome you to another exciting year at Hendrix Elementary! As I begin my 12th year as principal, I continue to be deeply honored to serve this incredible community. Hendrix is more than just a school. It is a family. The relationships I have built with our staff, students, and families are at the heart of what makes this place so special.

At Hendrix, academic excellence and personal growth go hand in hand. Our mission is to provide every child with engaging, diverse, and challenging learning experiences that unlock their full potential. Each day, we strive to foster a culture of curiosity, compassion, and creativity in every classroom. Together, we build a learning community where all students feel seen, supported, and inspired to grow.

We are proud to be the only elementary school in Spartanburg District Two offering the International Baccalaureate Primary Years Programme, along with Creative Movement and Spanish instruction. In addition, our recognition as an Arts in Basic Curriculum School allows us to continue integrating the arts throughout the learning experience. Through dance, music, and visual arts, our students find meaningful ways to express themselves, develop confidence, and discover their unique talents.

We are also proud to be a Visible Learning Associate School. This distinction reflects our commitment to using research-based practices that maximize student growth and achievement. Through Visible Learning, our teachers and students work together to set goals, monitor progress, and celebrate learning. By helping students understand how they learn best, we empower them to take ownership of their learning journey and reach their fullest potential.

Parents and families, your involvement is essential. You are your child's first and most important teacher, and your insights into their unique needs, strengths, and passions are invaluable to us. We encourage open, ongoing communication and hope you will partner with us throughout the year. With your support, we can nurture not only strong academic skills but also integrity, resilience, and a lifelong love of learning.

This handbook is designed to help guide you through the year by providing important information about our procedures, policies, and events. If you ever have a question or concern, please do not hesitate to reach out. We are here to support you and your family.

Let us make the 2026-2027 school year one of meaningful growth, joyful discovery, and continued excellence. Together, we will ensure that every child has the opportunity to learn, lead, and thrive.

With excitement and gratitude,

Tina Humphries
Principal



Tina Humphries
Principal, Hendrix Elementary IB World School

District Two Personnel

Spartanburg County School District Two
Dr. Tim Newman, Superintendent

Board of Trustees

David Cantrell	Sarah Butler
Sara R. Simmons	Jason Seay
Rachel Smith Yelton	Brandon McKillop
Seth Breitenbach	David Garner
Jeff Watson	Connie Banks

District Two Personnel

Assistant Superintendent of Instruction	Dr. Angela Hinton
Assistant Superintendent for Operations	Mr. Erik Gerstenacker
Director of Elementary Studies	Dr. Stephanie Blanton
Director of Special Services	Dr. Thomas Griffin
Assistant Superintendent for Human Resources	Dr. Corey Willimon
Chief Finance Officer	Mrs. Brandi Gist
Director of Public Information	Mr. Adrian Acosta
Director of Food Services	Ms. Paulette Ford
Director of Accountability & Testing	Mr. Steven Olejnik
Director of Building and Grounds:	Mr. Paul Hollifield
Director of Bus Transportation:	Mr. Chris Doggett

Faculty and Staff Information

4-Year-Old Kindergarten
Gina Huskey
Angie Gee (Assistant)
Sara Cauthen
Alicia Stafford (Assistant)

5-Year-Old Kindergarten
Melanie Miller
Michelle Lancaster (Assistant)
Nikki Collins
Sabrina Cooler (Assistant)
Candance Diehl
Yelena Bubnov (Assistant)
Kristy Bridges
Nicole Gary (Assistant)
Shannon Pace
Laurel Roberts(Assistant)

1st Grade
Pamela Ward
Rachel Zickefoose
Clancy Bishop
Summer Tamayo
Melissa Marlowe
Leslie Taylor

2nd Grade
Mya Ponder
Maddi Collins
Cassie Ezell
Amy Solesbee
Marie Hurne

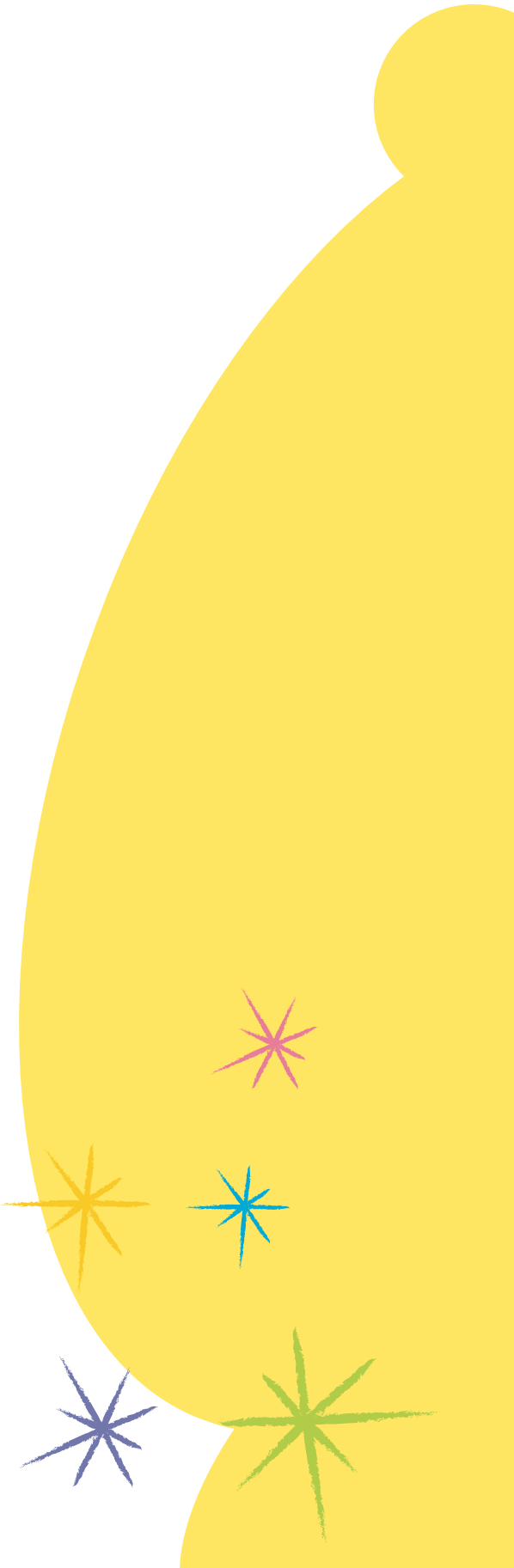
3rd Grade
Beverly Semo
Tammy Scherbarth
Christen Sistare
Denise Peters
Robin Howell
Kayla Bowman

Faculty and Staff Information

4th Grade
Tiffany Coleman
Alex Hurwitz
Kim Turner
Mary Alice Holmes
Christine Lovinggood
Hannah Brooke

5th Grade
Priscilla Moore
Caitlin Hice
Amanda Scruggs
Valerie Koproski
Aimee Little

Faculty and Staff
Spanish Teacher: Maria Trejo
Creative Movement: Ashlee Ratigan
Music: Gary Frazier
Art 1: Megan McGee
Art 2/ Theater: Tim Baxter-Ferguson
PE 1: Travis Pitman
PE 2: Sara Vasquez
Media Center: Kristin Pack
Media Assistant: Claudia High
Computer Tech 1: Kerry Buchert
Computer Tech 2: Claudia High
Computer Tech 3: Katie Faith Watson
Resource: Debra Cabiness
Resource: Kristin Satcher
Speech: Nadya Barger
Resource/Speech: Donna Wright
Self-Contained: Stephanie Brown
Self-Contained Assistant: Shelby Greenway
Self-Contained: Kelsee Kellogg
Self-Contained Assistant: Kimberly Thomas
Self-Contained: Elaine Newberry
Self-Contained Assistant: Amanda McGinnis
Gifted and Talented: Rhonda Crosby
MLL Instructor: Kris McKinney
MLL Instructor: Valecia Whitfield



Faculty and Staff Information

Assistant Principal: E'Toya Logan
Assistant Principal: Keighley Wingard
Literacy Coach: Melissa Ewing
Math Coach: DeeDee McGinnis
Lead Reading Interventionist: Erin Luc
Lead Math Interventionist: Alison Hogsed
IB Coordinator: Allison Watson
Reading Interventionist: Mitzi Nettles
Title 1 Interventionists: Nikki Palmer, Charissa Montanez, Rosa Cortez, Inna Moroziuk

School Psychologist: Jonathan Hayes
School Counselor: Kristen Ewing
School Counselor: Julie Boyd
Bookkeeper: Lynn Covil
Receptionist: Lakeasha Johnson
Interpreter: Marciela Torres
Title I Parent Liaison: Ashtyn Gardner
Behavior Support Tech: TBD
Academic Support Tech: Cheryl Williams
Everett Hopper
PowerSchool and After School Director: Jeanette Coombs (864) 216-4015
SRO: Keri Harvey
Long-term Substitute: Abigail Richards

Cafeteria Manager: Gabby Aguilera
Cafeteria Contact Information: (864) 216-4005

Lead Custodian: Rhonda Greenway
Custodial Team: Annie Sams, Krystyn Compton, Martin Aguirre, Sveltlana Verbov, Yana Usov

Nurse: Suzanne Mossburg
Contact Information: Suzanne.mossburg@spart2.org



Vision, Mission, and Educational Philosophy



Our Vision

Home, school, and community work together in an

Environment which is safe and supportive to foster a

Student centered and successful curriculum!

Our Mission

To provide student-centered instruction in a safe environment that prepares all students to become inquiring, compassionate, lifelong learners and internationally minded world citizens.

The International Baccalaureate Primary Years Program

James H. Hendrix Elementary School is proud to be the first public School in Spartanburg County to be authorized as an International Baccalaureate World School. The Primary Years Program is a rigorous commitment in which all K4-5th grade students are involved in hands-on, student-centered learning experiences. Our faculty and staff continuously plan curriculum that is challenging and researched based in order to provide the best learning environment possible. We expect your child to thrive within this philosophy of instruction and believe it will offer many benefits. As a part of Hendrix IB World School your child will have the opportunity to participate in activities such as Suzuki Strings, Spanish, and Creative Movement. We have received tremendous support from our School Board and District Office staff. Along with the commitment of the administration and faculty and staff, it is an exciting time to be a student at Hendrix!

IB Exhibition

Exhibition is a special event where fifth-grade students showcase their understanding of the IB philosophy. This unique opportunity allows students to engage in authentic, real-life inquiries on topics that captivate their interest. Through Exhibition, students collaborate with their peers and share their newly acquired knowledge with the community.

IB Learner Profile

Inquirers: We nurture curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honestly, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

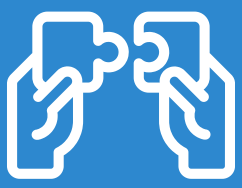
Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional-to achieve well–being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience, We work to understand our strengths and weaknesses in order to support our learning and personal development.

IB Learner Profile

https://www.ibo.org/



Inquirers



Knowledgeable



Thinkers



Communicators



Principled



Open-minded



Caring



Risk-takers



Balanced



Reflective

"The IB Learner Profile is more than a set of attributes; it's a compass that guides our students to become thoughtful, open-minded, and principled individuals. At Hendrix Elementary, we strive to cultivate these qualities daily, empowering our learners to engage with the world around them with empathy and a commitment to making a positive impact."
— Tina Humphries, Principal, James H. Hendrix Elementary IB World School

Arts in Basic Curriculum Program

In 2023, HES was honored with becoming an Arts in Basic Curriculum School. Hendrix Elementary School provides its diverse population with a variety of programs to meet the needs of all learners. It is a school that is driven by the concepts of differentiation, student engagement, and the integration of the arts. Students have opportunities to participate in many arts-based programs such as Suzuki Strings, Wildcat Dancers, Gifted Art, Spring Musicals, and Drum Circle. Through the use of arts-integrated strategies tied to rigorous standards, students are challenged to explore and express learning in engaging and creative ways. Through a partnership with the Chapman Cultural Center our school benefits from visits by the Muse Machine Outreach Program several times a year, thus engaging our students in the experience of live performances. Arts integration makes learning visible, allowing students to master content in a meaningful way. Through our International Baccalaureate Programme, both academic and arts teachers collaborate to integrate the arts into the academic curriculum in an authentic and engaging way, providing students with multiple opportunities for creativity and success. Students are provided with extensive related arts classes that promote collaboration through whole-child learning including creative movement, music, and visual arts.

https://www.abcinstitutesc.org/



Visible Learning

At Hendrix Elementary, we are proud to be a Visible Learning Associate School. Visible Learning is a research-based approach that helps students become active participants in their own learning. Rather than simply completing assignments, students learn to understand what they are learning, why it is important, how they will know they are successful, and what steps they can take to continue growing.

Through Visible Learning, teachers make learning goals and success criteria clear so that students can monitor their own progress, reflect on their growth, and use feedback to improve. Students are encouraged to think deeply about their learning, set goals, embrace challenges, and view mistakes as opportunities for growth.

Our Visible Learning practices align naturally with our International Baccalaureate (IB) framework and Learner Profile. Together, they help students develop the confidence, agency, and skills needed to become lifelong learners who are reflective, communicative, knowledgeable, and prepared for future success.

As partners in your child's education, we encourage families to ask questions such as:

- What are you learning?
- Why are you learning it?
- How do you know if you have learned it?
- What is your next step?

By working together, we can help every Hendrix student become an assessment-capable learner who understands their strengths, takes ownership of their learning, and strives for continuous growth.





Daily Schedule & Routine



School Hours & Drop-Off/ Pick-Up Policy

Time	Activity
7:00 a.m.	Building Opens (Do not bring your child inside the building or leave them alone outside before 7:00 a.m.. There is no one to supervise them and you are putting your children in a dangerous situation.)
7:00 a.m.	Breakfast begins
7:15 a.m.	Students enter classrooms
7:35 a.m.	Breakfast ends
7:38 a.m.	Car lines end and doors are locked
7:40 a.m.	School day begins/Tardy bell rings (Parents MUST sign in his or her child who arrives at school after the 7:40 a.m. tardy bell.)
10:45 a.m.-Until	25 minute class lunch periods begin
2:10 p.m.	Bus and Day Care Van Dismissal
2:12 p.m.	Car Rider's Dismissed—Pisgah Circle 4K, 5K, 1st and all siblings of K4, K5, and 1st grade students to Pisgah Circle
2:15 p.m.	Car Rider's Dismissed—Springfield Loop 2nd, 3rd, 4th and 5th to Springfield Loop
2:20 p.m.	Students attending After School Program, walkers, and bike riders are dismissed. (Elementary students must have their parent's permission in writing to walk or ride their bike home from school if they will be unaccompanied by an adult).



Attendance & Absence Policies

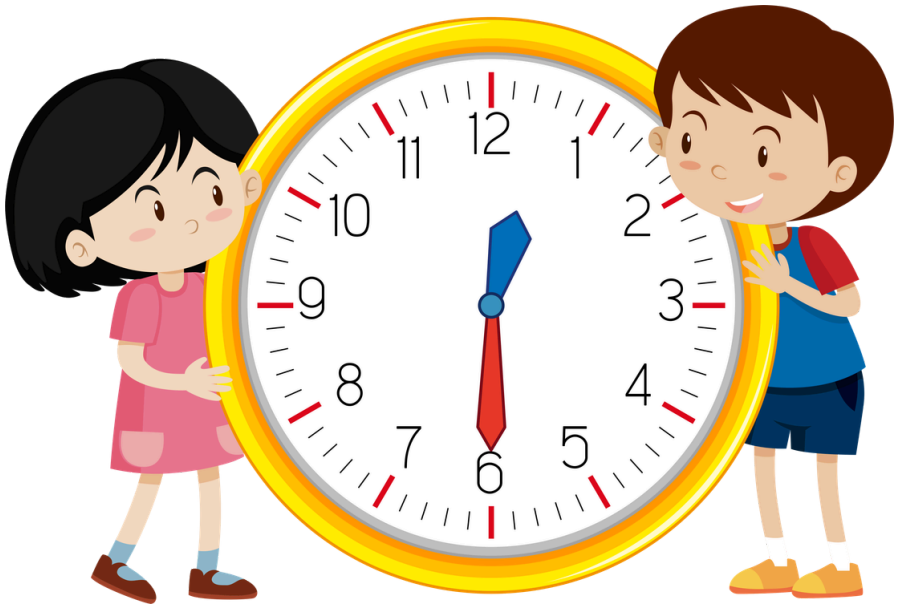
Attendance Expectations

Regular attendance is critical if students are to be successful in school. An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence within 5 days of the absence. The note should include the date(s) of the absence(s), the reason for the absences, the telephone # of the parent/guardian, and the parent's signature. Students are limited to 10 parent notes per year. Once parent notes have been received for 10 of your child's absences no additional parent notes can be accepted.

A valid medical excuse must be provided for any additional absences in order for the absence to be excused. All excuses must be submitted within five days of the student's return to school. Legal absences include days when a child is absent due to his/her personal illness, a doctor or dental appointment, emergency family illness, death in the family, buses not running, and religious holidays. According to board policy, absences in excess of 3 consecutive days must be approved by the school's principal. This is to ensure a student will not be truant with their absences or miss a state examination or testing window. In the case that a student does miss state examinations, they could potentially be rescheduled on a day when classroom instruction is not occurring (field trip, awards day, etc.) to ensure the student does not miss additional instruction. Unlawful absences result when a student returns to school from an absence without a note or misses school due to pleasure trips or activities that could have been tended to after school hours.

Our state law defines truancy as "a student who has incurred 3 or more consecutive unlawful absences and/or 5 total unlawful absences and/or has excessive tardies in a school year." School administration is required by law to refer all students classified as truant to the Spartanburg County Truancy Program. Prior to a program referral, efforts will be made to work with the parent to develop a plan to improve attendance.

If you would like to pick up homework for days missed, please call by 10:00 a.m. on the day your child is absent to allow time for your child's teacher to prepare all necessary materials. Homework will be available for pickup after 2:30 p.m. in the school office.



Tardiness

School tardiness is addressed in the district's policy as DISORDERLY CONDUCT, defined as those activities engaged in by the student which tend to impede orderly classroom procedures or the frequency of which disturb the classroom or school. Students are required to be at school by 7:35 a.m. Students will be marked tardy at 7:40 a.m. Students will receive their tardy slips from the office. Parents must request in writing for a tardy to be excused by the principal. The request must be submitted within two days of the tardy. A parent MUST come into the school and sign their child(ren) in when they arrive after 7:40 a.m.

Tardy Policy

5 Tardies—a tardy warning letter will be sent home to the parent
10 Tardies—parents will receive a call from a school official
15 Tardies—parents will attend the intervention conference with the school official
30 Tardies—Referral to Spartanburg County Truancy Program
(Note: Failure to attend the conference will result in an automatic referral to the Spartanburg County Truancy Program.)



Morning Car Arrival-Doors Open at 7:00 AM

- K4, K5, and 1st-grade students and their siblings should be dropped off at the circle off of Pisgah Road. This is a single-lane drop-off. Doors at the loop will be closed at 7:38 a.m. Parents are to bring their children to the main office and sign them in after 7:38 a.m.
- 2nd, 3rd, 4th, and 5th-grade students should be dropped off at the Springfield Loop. This is a single-lane drop-off. Doors at the loop will be closed at 7:38 a.m. Parents are to bring their children to the main office and sign them in after 7:38 a.m.

Afternoon Car Dismissal

- K4, K5, and 1st graders and their siblings will be picked up at the Pisgah Circle. When picking up a car rider at the Pisgah Road Circle, please follow the instructions of the school personnel. There will be double lines that merge into a single line. Students will be called by walkie-talkie and will be escorted to your car. We WILL NOT dismiss your child to your car unless you have an approved Hendrix Car Tag.
- 2nd, 3rd, 4th, and 5th graders will be picked up at the Springfield Loop. Your child will be called by walkie-talkie to your car. We WILL NOT release a child to anyone who is not in the car and does not have an approved Hendrix Car Tag.
- Parents/Guardians will be given two car tags with their child's name and teacher's name. These tags MUST be visible at dismissal time to ensure that we are matching the right student and parents. We respectfully request that parents not enter the building during afternoon dismissal to keep the hallways clear for efficient dismissal of our students.
- After-school participants, walkers and bike riders will dismiss at 2:20 p.m. Students who ride their bikes or walk home unattended will need a parent note indicating that the parent gives permission for the child to walk unattended.
- The school can only assume responsibility for the supervision of students during regular school hours. Students not picked up will be sent to the Hendrix After School Program, and a $12.00 fee will be charged.



Dismissal Procedures

Early Dismissal

Please limit early dismissals to occasions when they are truly necessary, as frequent early checkouts can disrupt your child's learning. When an early dismissal is needed, parents or guardians must arrive before 1:40 p.m. to sign out their child. If you need to enter the school, please park in a designated visitor parking space. For the safety of all students, a valid photo ID is required each time a child is checked out.

Changes in Daily Transportation

If a child is to leave school other than his/her regular way, or at a different time, parents must write a note to the teacher to inform him/her of the change or send a message through the SeeSaw app before noon. Students without a note will not be permitted to go without the parent/guardian's written permission. Please make arrangements and inform your child before they come to school to avoid confusion. Please do not call the school to make changes for your child's mode of transportation.

Bus Transportation

All bus riders will dismiss between 2:10 p.m. and 2:15 p.m.

Parents should encourage their children to obey safety rules for riding the bus. Safety is one of our most important concerns for students who ride the buses. Students are expected to follow the rules and procedures of safe bus conduct.

Riding the bus is a privilege and not to be abused. A student may be restricted from riding the bus for five (5) or ten (10) days depending on the infraction and number of times disciplinary measures have been taken. Severe misconduct and repeated offenses will result in suspension from the bus for the remainder of the year.

Any questions you may have about bus routes and/or stops should be directed to the Director of Transportation (864-599-9564). Should the permanent manner of transportation for your child change in any way, the parent/guardian IS REQUIRED to contact Ms. Coombs (864-216-4005).

We WILL NOT make changes in transportation over the phone.
***State law requires that an adult meet a kindergarten child (K4-K5) at the bus stop or be visible at the home. If your K4 or K5 child is returned to school by the bus driver 3 times, due to the fact that an adult is not visible, your child will be removed from the bus for 10 school days.

MyRide K-12 App available for Apple and Android users.





General Academic Information

Grading Scale



We believe every child can achieve high levels of learning with quality instruction, timely feedback, and the support they need to be successful. Our grading practices are designed to communicate what your child knows and can do in line with the South Carolina academic standards.
Your child's progress is measured on a standard 10-point scale:

- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: Below 60

Grades are based on two types of assignments:

Major Assessments (70%) – These assessments measure your child's understanding of the most important learning standards after classroom instruction. Examples may include tests, projects, writing tasks, or performance assessments.

Minor Assignments (30%) – These assignments provide ongoing evidence of learning and may include classwork, quizzes, practice activities, discussions, or homework. These assignments help teachers monitor progress and prepare students for major assessments.
Academic grades reflect learning of grade-level standards. Behaviors such as effort, participation, attendance, or classroom conduct are communicated separately.
A strong partnership between home and school helps students succeed.

- Parent Portal: You may see indicators such as Missing, Late, or Incomplete in PowerSchool. These alerts provide important information about assignments that may need your child's attention.
- Timely Grade Updates: Teachers strive to enter grades into PowerSchool within 5 school days of submitted work so families can monitor academic progress throughout the grading period.
- Support for Learning: If your child is struggling to demonstrate understanding of key learning standards, teachers may provide additional instruction and opportunities to show what they have learned.

Multi-Tiered Systems of Support (MTSS)

Positive Behavior Intervention Support (PBIS)

PBIS is a positive approach to focusing on desired behaviors from students. At Hendrix, we will use the acronym P.A.C.K. which will stand for Principled, A Thinker, Communicator, and Knowledgeable. These characteristics will be used to assess behaviors of everyone, including students, bus drivers, cafeteria staff, custodians, secretaries, and teachers. Incentives and awards will be given throughout the year to recognize those of us who are a part of the "P.A.C.K." in every way!

MTSS

At the beginning of the school year, the school will notify each parent of students performing below grade level or with behavioral concerns through a conference. Participants in the conference will develop an intervention plan for the student. Should a parent be unable to attend the conference, the school will appoint a mentor to act in their stead and a copy of the plan will be sent home with the student to give to the parents or guardians.

Special Services

The special services of a school psychologist, nurse, hearing or speech therapist, occupational therapist, mental health counselor, and MLL teacher are available to students. Parents and teachers may request these services through an administrator or school counselor.

The School Counselor Program

The school counselor program at Hendrix Elementary School serves all students ranging from 4K-5th grades. The developmental school counselor program at Hendrix strives to insure that all students meet their potential in a safe, inviting and nurturing environment. Counseling services include classroom guidance lessons, small group sessions, and individual counseling for both students and their parents. Parents can let the school counselor know that they want to make an appointment by calling Ms. Kristen Ewing or Mrs. Julie Boyd at 864-216-4000. All student sessions are confidential unless it is determined that the child is a threat to themselves or others. Parents and students may also access Mental Health Services at Hendrix through a referral made by the counselor. Meetings with the Mental Health personnel are held at Hendrix, and Medicaid billing is permitted. Brandi Devall is our District School Social Worker. She can be contacted at 864-578-2884 and is located at Sugar Ridge Elementary School. Our Title I Parent Liaison Ashtyn Gardner is here for you (W, Th, F) and will assist you or find services to meet your needs. Please feel free to call the school should your family find themselves in a financial or emergency situation.

Important Parent Information

Parent-Teacher Conference

The district schedules two evenings for parent-teacher conferences following the first nine-weeks grading period. If you would like to request a parent conference, please contact the teacher for an appointment (864-216-4000). The administration and guidance counselor are also available for conferences upon request.

District Two Dress Policy

The orderly conduct of the educational process requires that the clothing and grooming of students not be distracting, disruptive or provocative. Therefore, the following shall not be allowed: unusual hair styles; excessive cosmetics; low-neck blouses, shirts or dresses; open-back dresses, blouses, or shirts; open mid-drift blouses or shirts; tank tops; sheer or see-through blouses; shorts, skirts or pants that are too tight and/or too short; disruptive buttons, insignias or symbols on shirts; any style of clothing tending toward immodesty by exposure or excessive emphasis of bodily features.

Procedures for Transfer/Withdrawal

- Parents should notify the school before the day of the transfer so that a transfer form can be completed for the new school.
- Students should return all textbooks to teachers.
- Students should return all library books to the library.
- Fees for materials will not be refunded.
- Remaining days on breakfast and lunch accounts will be refunded by the cafeteria. Any money owed for lunch will need to be paid.
- Student records will not be sent until all outstanding fees are paid.
- School records of students will be forwarded to officials of other schools or school systems in which the student seeks to enroll.

Homework

Homework is an extension of the classroom. It helps provide needed practice while developing responsibility and maturity. Homework in grades 1 and 2 should not take longer than 30 minutes to complete. Homework in grade 3—5 should take no longer than 30-45 minutes unless a special project is due.

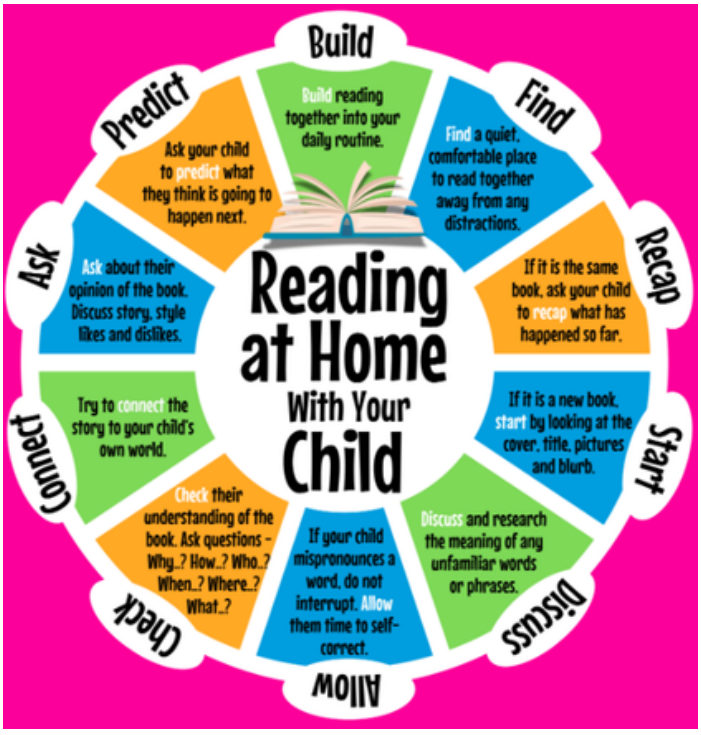
The parent's role is to provide time and space for quiet, productive work and provide encouragement and reinforcement if the child encounters difficulty. It is not the parent's responsibility to do the homework for the child. This does not allow the teacher insight into where the child may need assistance.



Homework Folder and School Agendas

Students' papers, announcements IEP, MTSS documents and invitations, and other communications will be sent home in a blue, plastic folder each week. Parents or guardians should check their child's book bag every evening for notices from school. Most communication from school that needs to be returned will be printed on yellow paper. The school also provides each student with a lesson assignment agenda. The purpose of the agenda is for the parent and teacher to communicate on a daily basis.

Independent Reading



Make Up Work

Provisions for making up work missed should be arranged with the teacher at the earliest time possible. Parents may call the school office before 9:00 a.m. to request make-up work. This work may be picked up in the office after 2:30 p.m.

Please help your child keep up with books brought home and return them to school on time.



Address and Phone Number

It is necessary that the school office have your current address and phone number. This information is especially important in cases of an emergency. Please notify the office immediately if you change your address or phone number. Many persons have unlisted phone numbers; however, the school must have a number where parents can be reached. The school will not release unlisted phone numbers. Numbers at your place of business, including the extension, when applicable, is helpful as well. Emergency contacts and cell phone numbers will allow the school greater flexibility in the event of an emergency.



Visitors to School

All visitors in the building, including parents and school volunteers, must stop by the office to sign in and get a visitor or volunteer badge. You must have ID. This regulation is for your child's protection. If you are in our building and you do not have a badge, you will be stopped and asked to return to the office to sign in properly. Class visits are a time for limited observation only. Arrangements should be made with the teacher or administrator prior to visiting a classroom for observation. Adherence to this policy will keep interruptions to a minimum and allow visitors in the building to be reached if necessary. Upon leaving our building, please sign out. All exterior doors will be locked at all times, or when open, will be monitored by an adult.



School Telephone

The school telephone number is 864-216-4000. Messages can be taken for the student and teachers, but it is not always possible to deliver them immediately. Parents may talk with teachers after school, during their planning periods, or by leaving a voice mail. Teachers may not leave their classrooms to answer phone calls between 7:30 a.m. and 2:30 p.m. unless in the case of an emergency. School Messenger, SeeSaw, and our social media accounts allow the school to inform parents regarding school events.



Custody Issues

For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated on PowerSchool. In situations where there is a custody conflict between parents, it is necessary to have a copy of legal custody orders on file in the school office. Otherwise, children will be dismissed to either biological parent. Photo identification will be required from the individual who signs the child out.



Parties at School

Parties will be held two times during the school year: Christmas and Valentine's Day. If a child brings party invitations to school for their birthday, etc. they must have one for each child in the classroom. If there is not an invitation for each child, then they will not be given out and will be sent back home.



Fundraising

Students are not allowed to go door to door to sell fund raising items. This is for the students' safety. It is also a ruling of the Southern Association of Colleges and Schools (SACS). Fund raising by the PTO is a parental commitment in support of educational objectives that benefit and promote education opportunities for all students.



Delivery of items to Staff and Students

According to district policy, effective July 1, 1995, all personal deliveries of flowers or food to staff and students will not be allowed. We do not allow food from outside restaurants to be substituted for a child's lunch.



Lost and Found

Lost and Found is housed in the cafeteria or on the clothing rack in the hallway. To help minimize the amount of lost articles, please put your child's name on items of clothing such as jackets, sweaters, and coats. Unclaimed articles will be donated to the clothing bank.



Cell Phones

Cell phones will remain turned off and in a student's book bag during the school day and/or while on campus.

Release of Directory Information

Parents have the right to restrict or prohibit the release of directory information about their student. Spartanburg School District Two Board Policy, JR-R, Student Records, states:

"Schools will treat each student's education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes: the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. The district will not release directory information to any persons or agency for commercial use. The district expects its employees to use good judgment in releasing directory information, so that it serves the best interest of the student."

Should a parent of a student wish to restrict or prohibit the distribution of any part or all of this information, they must submit notification in writing to the school principal within 15 days of the receipt of the student handbook. The written notification will become a part of the student's educational record. However, unless a legal document shows cause, both parents of a child whether married, separated, or divorced have equal access to a child's educational documents.

Note: Information regarding student attendance, names, addresses and phone numbers cannot be disseminated to persons other than a child's parent/legal guardian. No information will be given to individuals by phone. If there are legal documents issued by the court indicating issues of custody and visitation or prohibition of certain individuals visiting a student at Hendrix, the document must be on file at school. The office of personnel at Hendrix cannot prevent a non-custodial parent from visiting or seeing a student on the request of a parent. There must be a legal document on file.

Family Educational Rights/ Privacy Act (FERPA) Notice

Family Educational Rights/Privacy Act (FERPA) Notice
DIRECTORY INFORMATION
Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, etc.).

The Family Educational Rights and Privacy Act allows schools to release "directory information," i.e., student's name, address, telephone number, date and place of birth, photograph (the District considers photographs to include digital images, including digital photographs and recordings related to school- or district-sponsored events, activities, and special recognition, as directory information; video surveillance footage of school buses or school property, however, is not considered directory information), subjects of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, the most recent previous school attended, and other similar information. In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed. If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including a school- or District-maintained website/Facebook page, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.

EDUCATION RECORDS
A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. To inspect and review the student's education records within 45 days of receipt of written request for access

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

Contact information for the office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Medicaid Notification of Use of Public Benefits or Private Insurance To Pay For Services Under the IDEA

Medicaid Notification of Use of Public Benefits or Private Insurance To Pay For Services Under the IDEA

This notification is to inform you of the intent of the Spartanburg School District Two and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for services, as permitted under the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP). The District and the SCDE may bill Medicaid for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services billable to Medicaid or a third-party insurer with or without the requirement of an IEP. The District must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurer once a year for services that the District will provide in the future.

This document also serves as notice that the District and the SCDE will release and exchange medical, psychological, and other personally-identifiable confidential information, as necessary, to the South Carolina Department of Health and Human Services and any applicable third-party insurer regarding services provided to your child.

Medicaid and third-party insurance reimbursement for billable services provided by the District will not affect any other Medicaid services or insurance benefits for which your child is eligible. The District cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waivered programs. You are not responsible for paying any outstanding deductibles, co-payments, or co-insurance related to the District billing Medicaid or your child's insurance program for services provided by the District. Your child will receive the services listed in the IEP regardless of whether your child is covered by public or private insurance programs and regardless of whether you provide consent to access those benefits. Your refusal to provide consent to release personally-identifiable information to Medicaid or any third-party insurer does not relieve the District of its responsibility to ensure that all required services are provided at no cost to you.

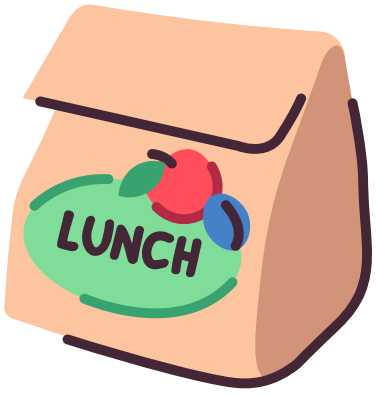
Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that occurred after the consent was given and before the consent was revoked).

The District and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of services.



Student Fees

- Instruction Fee $7
- K4/K5 Replacement Bag $8
- Blue Homework Folder $3
- Yearbooks $25.00 Pre-order date TBA.
- Agendas $5.00 If your child loses the one given to them on their entry date.Car tags $1.00 Each family is allotted 2 car tags per year. If additional tags are needed a fee will be incurred.



Cafeteria News:

School Breakfast and Lunch
Student breakfast per day—Free Student lunch per day—Free
Adult breakfast—TBD Adult Lunch—TBD

Please be advised that no food from outside restaurants or vendors may be substituted for a student's school breakfast or lunch. Parents are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from home. This is in compliance with District Two School Board policy.



Hendrix After School Program:

Hendrix offers a comprehensive after school program which includes: homework time, enrichment, snacks, dinner, and playtime. The hours of the program are 2:00 p.m. – 6:00 p.m. Monday – Friday. During teacher workdays and school holidays, the after school program will be closed. Applications for enrollment are available at registration or in the school office.

Required Fees:

All registration and tuition payments will be pre-paid online (debit/credit card) or in the front office. Tuition payments will be added to your child's account. If your child does not attend, you will have a credit.

Students with an unpaid balance will not attend.
$20.00 registration fee per child
$12.00 per day per child

PowerSchool and After School Director:
Jeanette Coombs (864) 216-4015

Student Opportunities

Flag Patrol: 4 students are chosen to raise and lower the flag each school day. These students will receive a flag to take home at the end of the school year.

Student Council: Two members per class are chosen to fulfill student council duties and responsibilities.

GT Art: Students are selected for gifted art based on their end-of-year visual art screening and will participate in the weekly art program after school hours.

Spanish Club: This is an opportunity for interested students to learn more about the Hispanic language and culture.

BETA Club: An honor society that promotes academic achievement, character, leadership, and service among students. (5th-grade students who meet requirements)

HOPE Squad: A national organization that empowers the natural helpers in a school to help others through peer-to-peer interactions. Its goal is to create a safe school environment, promote connectedness, support anti-bullying, encourage mental wellness, and to help reduce mental health stigma.

Wildcat Dancers: 2nd-5th grade students who audition to participate in the JV or Varsity Dance Team. There will be a fee for each dance member.

School Musical: 2nd-5th grade students who are interested in singing, dancing, and acting on stage can audition for our yearly school musical performed in the spring. Selected students are required to stay after school for practices. More rehearsal dates will be necessary closer to the show date. Parents are responsible for picking up promptly after each rehearsal. There will be a fee for each cast member.

All club members know that being a member is a privilege and that to remain an active member of the club, they must:

- Do their best academically.
- Be in attendance at all meetings.
- Be a positive example.



Health & Wellness Policies



Immunizations

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Students may not enter school without current South Carolina immunizations.

Health Screenings

All K5– 5th grade students will have hearing and vision screenings by the school nurse within two months of enrollment. Also, all K4-5th grade students will receive yearly dental screenings. This is a free service provided by Healthy Smiles. Preventive dental hygiene services are offered to all students at school. A registered dental hygienist will clean teeth and apply fluoride and sealants every six to eight months. There is a charge for this service that is provided by Healthy Promotion Specialists. A parent/guardian must sign a consent form in order for a student to participate.





Medication Policy

- If it is not possible to give physician prescribed medications at home, the following guidelines are to be met before any medication will be administered at school:
- A form provided by the school is to be completed by the physician. The form is to be signed by both the physician and the parent(s).
- In order to avoid unexpected reactions, the first dose of medicine should be given at home.
- The medicine should be hand delivered by the parent or an adult designee to the nurse of the school in the original container with the proper label along with the signed form.
- The nurse will administer the medication as directed by the doctor.
- The medicine will be accessible only to the person responsible for giving it.
- A medication record will be maintained at the school by the nurse.
- Parents should reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The unused/unclaimed medications will be destroyed.
- The school district personnel will not be responsible for any adverse drug reaction when the medication has been given in the manner prescribed.
- The district will grant permission to self-monitor and self-administer medication on a year by year basis based on appropriate written authorization from the parent/legal guardian and the student's healthcare provider who prescribed the medication.
- Any student with known food allergies or special dietary needs will need a statement from their physician.



Safety Plans

Severe Weather, Fire, Earthquake, and Tornado Drills and Other Safety Precautions

- If it becomes necessary to close school due to adverse weather conditions, parents should follow the steps listed:
- Listen to local radio or television stations for announcements regarding school closing or dismissing early. Announcements will be made by 6:00 a.m.

- DO NOT CALL THE SCHOOL. The telephone lines need to be kept open for emergency messages.

- School Messenger, SeeSaw, and our social media accounts will also be used to contact families regarding early dismissal and/or canceling school.

- Each parent will complete an emergency release plan for his or her child (ren) that details what the child should do in case of early dismissal.

- Arrange to pick up your child (ren) who attends the Hendrix After School Program. Hendrix After School Program will not operate when weather conditions necessitate closing.

- The school will have a fire drill each month. The teacher will direct the students to proper routes. There should be no crowding, pushing, or talking in the evacuation lines.

- Earthquake drills are practiced once a year. Students are taught the proper stance to take in the event of an earthquake by their classroom teachers.

- In the event of a tornado, teachers will instruct the students to their proper station. Students should be seated on the floor, facing the walls, with heads tucked and covered with hands.

- Intruder drills are practiced twice a year. The intercom system is used to alert the faculty and staff of the need to lock down the building. Messages are sent by e-mail, walkie-talkie, or word of mouth to give notification of the danger and/or end of the drill. All doors are locked and remain locked until the end of the drill.



Shelter-in-Place

Should a hazardous chemical spill take place within an unsafe distance from our school, the following procedures will take place:
All students will be moved to a designated area that is considered safe.
The school will go into lock down. No one will be allowed in or out of the building.
All air vents will be covered and the HVAC be turned off.
Students will remain in the sheltered area until an all clear status is reported by emergency personnel.
Should an evacuation be necessary, students will be moved to the auditorium at Lake Bowen Baptist Church.
Parent Reunification forms will be completed before a child is allowed to leave the church or school.

Hendrix Elementary International Baccalaureate World School

