

CLEMSON ELEMENTARY SCHOOL
581 Berkeley Drive
Clemson, SC 29631
TEL: (864) 654-2341 FAX: (864) 624-4425

PARENT GENERAL INFORMATION 2006-2007

The School District of Pickens County provides a handbook for students and parents called "Back 2 School."

Please consult that handbook for any questions not covered here.

ALL VISITORS

For the safety of your child parents/visitors/volunteers coming to the school MUST check in at the office and receive a nametag before going to any other part of the building or school grounds. This prevents disruption of instructional time in the classroom and guarantees the protection and safety of the students.

CHECKS

Make all checks payable to Clemson Elementary School for instructional fees, field trips, lost or damaged text books or library books, Media Center book fairs, ASC, CASH-IN, and yearbooks.

LUNCHES – make checks payable to Pickens County Food Services for lunches.

BOOK ORDERS – checks for classroom book orders (Troll, Scholastic, etc.) should be made payable to that book company and turned in to the student's homeroom teacher.

CHILD CARE

Clemson Elementary School offers After-School Care. The program director is Teresa Skewes. The After-School Care program has scheduled homework, study, and reading time each day. There are also supervised activities such as outdoor PE/sports activities, computer lab, video programs, educational television programs, arts and crafts, cultural enrichment activities, etc. For more information concerning fees or applications, contact the school office.

CONFERENCES

Parents wishing to speak with a teacher are asked to call the school, leave a message on the teacher's voice mail, or contact the teacher through e-mail.

DELIVERIES – flowers, balloons, etc.

Please do not have deliveries made to your child during school hours. The school will refuse all deliveries made to students.

DRESS CODE

Dress should be comfortable and appropriate for school and should be suitable for both play at recess and sitting in desks for study. Shorts must be neat (no long frays), and neither too tight nor too short, no see-through shirts, halter-tops, or midriff tops, sensible shoes (no high platforms or shower shoes), and no midriff tops. Hats are not to be worn in school.

EARLY DISMISSAL

Parents must come to the office to have their child dismissed early. PLEASE DO NOT CALL TO HAVE YOUR CHILD CALLED TO THE OFFICE. STUDENTS WILL BE CALLED WHEN SOMEONE IS IN THE OFFICE TO CHECK THEM OUT. Please remember that all efforts are made to locate your child and have them paged to come to the office in a timely manner. Unfortunately instances occur where students are not in the building and a volunteer will need to find them. Please plan accordingly when scheduling appointments and allow ample time to have your child paged. Whenever possible, medical and dental appointments should be made after school hours. Children will not be allowed to leave school grounds during school hours unless accompanied by a parent, guardian, or adult designated by parent. **DISMISSALS DURING THE LAST 30 MINUTES OF THE DAY SHOULD BE AVOIDED SINCE IT BECOMES A DISRUPTION TO THE CLASSES AS TEACHERS AND STUDENTS ARE CLOSING INSTRUCTIONAL ACTIVITIES FOR THE DAY.**

E-MAIL

You can find e-mail addresses on each faculty and staff on the school's website at www.pickens.k12.sc.us/clemson.es.

EMERGENCY INFORMATION

Please notify the school office immediately if there is a change of address or phone number. It is important that we have up-to-date information on your child in case of an emergency.

FIELD TRIPS

Field trips are planned for specific instructional goals and are an extension of the classroom. Parents must give written permission before children are allowed to participate in field trips. Transportation is by either school or commercial bus. Children may be expected to pay a small fee to cover expenses.

Field trip chaperones must have had the School District of Pickens County volunteer training and must be at least 21 years of age. No additional children may be brought by chaperones.

LUNCH SCHEDULE

Kindergarten	10:45AM	3rd grade	11:30AM
1st grade	11:30AM	4th Grade	11:00AM
2nd grade	12:00AM	5th Grade	12:00AM

LOST AND FOUND

The lost and found box is located near the school cafeteria. Unclaimed items are given to Helping Hands at the end of the school year. Parents, please mark children's names in their belongings, especially jackets.

MESSAGES – STUDENTS

Students are called at 1:30PM for messages. The office cannot guarantee that your child will be able to receive any messages called in after 2PM. Student messages should not be left on anyone's voice mail.

MESSAGES – TEACHERS

All calls to teachers are routed to their voice mail. Teachers will check their messages as their schedule permits. Please remember teachers may not check their messages until the school day has ended. Any emergency calls will be referred to the administrators.

NEWSLETTERS

A school newsletter is sent home each month. The newsletter contains information our parents need during that month. The newsletter is also available on the school website, www.pickens.k12.sc.us/clemson.es.

NOTES

The school requires notes from parents explaining the following:

1. absences (within 3 days or prearranged 5 days in advanced)
2. requests for early dismissal – please be reminded that due to the size of the school and the outdoor lab, teachers need to be notified when a child will be checked out during the school day.
3. permission for field trips
4. permission for another student to go home with you
5. permission to go home with another student
6. change in usual method of transportation-- including riding a different bus
7. authorization for medication to be administered

NSF CHECKS

The school will charge \$15.00 for each NSF check that has been deposited in the school account.

PARTIES

Parties, except those that have prior approval, are not permitted. All parties will be during the last hour of the day. In order to spare hurt feelings, we ask that private, out-of-school party invitations not be handed out at school. Special birthday treats may be sent for your child to share during your child's lunch period.

PETS

Pets are not allowed in the building at any time. Classrooms having pet day will make arrangements to have you bring your pets to an area outside the school.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council meets approximately six times during the school year. Matters of concern to the school community are discussed. The council is composed of parents, students, teachers, and the school principal. Council members usually serve a two-year term; however, a parent or student in the last year at Clemson Elementary School may be elected for a one-year term. A parent must have a child attending Clemson Elementary School to serve as a parent representative.

TELEPHONE -- STUDENTS

The school telephone line stays busy much of the time on a normal school day. We ask that every effort be made to make arrangements before school concerning transportation, after school plans, etc. This will eliminate the need for telephone messages to students and/or students needing to call home. If students are going home with another

student, both students should bring a note to the teacher indicating permission. As much as possible arrangements should be made in advance.

TELEPHONE -- TEACHERS

Classroom teachers do not have the capability to make calls from their classrooms. All calls made to the teachers are routed to their voice mail.

VOICE MAIL

You can access a teacher's voice mail by calling the school number 654-2341 and selecting option number 2 and entering the first 3 letters of their last name.

VOLUNTEERS

All volunteers must fill out an application and attend the volunteer training class every year. Training is scheduled through our school nurse. Please contact the school office at 654-2341 to sign up for the training. The first volunteer training is normally scheduled during PTA Open House.

WEBSITE

www.pickens.k12.sc.us/clemson.es.

WITHDRAWING FROM SCHOOL

Parents should notify the school as soon as possible when a student will be withdrawing from school. Teachers are required to fill out a withdrawal form and need a couple days' notices. Transcripts will be mailed to the new school upon receiving a request for records from that school.



[Click HERE to contact the Webmaster.](#)

[Last updated September 11, 2007](#)

