

Freshman Parent Information Sheet

Hillcrest High School

2016 - 2017

1. School Hours

Doors open - 7:45

School Day – 8:45 – 3:45

2. Administrative Staff

Mr. Skipper – Principal, 355-3500

Mrs. DeCoteau (A-F) – Guidance Counselor, 355-3437

Mrs. Jamison – 9th Grade Administrator, 355-3532

Ms. Johnson (G-N) – Guidance Counselor, 355-3572

Mr. Freeman – 9th Grade Administrator, 355-3524

Mrs. Misanko (O-Z) – Guidance Counselor, 355-3476

3. Parent Portal

Please check with attendance or the main office to sign up for the parent portal. Be sure all information is accurate. You will be able to access grades, attendance, and discipline. Photo ID of parent/guardian is required to release portal password access.

4. Attendance

Mrs. Chandler, 355-3517

Mrs. Holly Warren, 355-3540

Mrs. Schweizer, 355-3438

Q: How many days can I miss?

A: A student can miss no more than 5 days in a semester class, and 10 days in a year-long class.

Q: What happens if I am absent?

A: In the case of an absence, the student needs to bring documentation related to the absence upon returning to school to the Attendance Office. Absences should be verified by either a physician statement or parent note within two (2) days of the student's return to school. Attendance Office opens at 7:45am.

Q: What is the make- up work policy?

A: Students are allowed to make up work that they missed due to an EXCUSED absence. It is the student's responsibility to get the missed work from his/her teacher and to schedule times to make up quizzes and tests.

Q: What do I do if I need an early dismissal?

A: The student needs to bring a note from their parent stating the time and reason for the early dismissal to the Attendance Office BEFORE FIRST PERIOD. A Parent note must have a phone number to contact the parent or legal guardian. If the phone number is not a match with our data base information, the Early Dismissal will be denied causing the PARENT or LEGAL GUARDIAN to physically check their child out and update the student records. Confirmed Early Dismissal's will allow students to leave the classroom and meet their parent or legal guardian in front of school at the appropriate time.

****Please refer to our handbook for a more detailed guide regarding the Attendance Policy.**

5. Health Room

Mrs. Carino, 355-8992

Mrs. Demas, 355-3507

Mrs. Pringle, 355-3507

Q: What if my child gets sick at school?

A: The student can get a pass from a teacher and report to the Health Room. A nurse on staff will contact you or the emergency contact person to come pick up your child.

Q: What if my student needs to take medication at school?

A: The parent must drop off the student's medication in its original bottle/box and fill out the necessary paperwork giving the nurses permission to administer the medication to your child.

Q: What should I do if my child has a severe health condition?

A: This should be noted on the Emergency Health form that is sent home at the beginning of the year. It is kept on file.

6. Bus Information

- Any questions pertaining to buses need to be directed to Ms. Graham: 355-5283 or zgraham@greenville.k12.sc.us
- Students may walk or ride a bike to school.
- **The car drop off and pick-up area is in the back of the school near the football field.**
- Only buses are allowed to drop off and pick up in the front of the school before and after school.
- Website for Bus Route – transportconcerns@greenville.k12.sc.us

7. Lunch

- Student lunches - \$2.30, Breakfast - **All students eat breakfast for FREE!**
- Students may pay daily with cash or check. Students may also put money in an account. Parents may deposit money through the PARENT PORTAL.
- Vending machines and the school store supply additional food item options.

8. Electronic Devices- (BYOD- Bring Your Own Device)

- Cell Phones, CD Players, iPods, MP3 Players, Handheld Games and other electronic devices brought to school can be used in the hallway and during lunch, however, it is at the teacher's discretion if electronic devices are used in the classroom for educational related activities.
- Any device lost, stolen or damaged is not the responsibility of the school.

9. ID Badges

- One ID badge will be made for each freshman free of charge.
- Students must wear their ID around their neck on a breakaway lanyard at all times while on campus.
- ID badges are a safety issue.
- If your student loses his/her ID he/she must purchase a new one for \$5.00.
- A student may put one ID on credit, after this he/she must either pay cash for a new one, go to ISS for the day or call to have someone bring his/her ID to school.
- Students using or wearing another student's ID will be disciplined.

10. Communication

If you need to contact a teacher with a question or a concern, you can refer to their syllabus for contact information or refer to the school web site at www.greenville.k12.sc.us/hillcrh/. If you wish to hold a conference with 3 (three) or more of your child's teachers, you may contact the guidance office to set up a time.

Guidance Clerks:

Lori Burrage 355-3997

Sue Horgan: 355-3519