



# Oakview Elementary

## Student/Parent Handbook 2020-2021

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# COVID19 Parent-Student Handbook Addendum

The school policies and operating procedures shown within this handbook represent a regular school year. Currently, however, alternative instructional schedules (i.e. virtual, eLearning and in-person), visitor/volunteer restrictions, and enhanced health and safety measures are in place in response to the COVID19 pandemic. As a result, some policies shown within may not apply until a regular five day week is reinstated by Greenville County Schools and/or until all health and safety measures are lifted. In the meantime, Oakview will update parents on policy and program changes as the attendance plans shift during the 2020-2021 school year. Parents are always welcome to contact the classroom teacher or school office and check our web site should they have any questions about school policy. In addition, parents should access resources available to them on the Greenville County Schools web site. (August 2020)

The primary goals of Greenville County Schools during COVID19 are as follows:

- For traditional (in-person) students to return to full-time, in-person instruction as soon as it is safe to do so
- To keep students, employees, and the community safe
- Any decision or recommendation will be based on objective information provided by diverse, specific, public health, and medical experts
- Return to in-person school will be a stepped process that allows us to analyze trends before moving closer to our goal of full-time, in-person instruction

For more information regarding the GCS attendance plans, health and safety, food and nutrition services, building access, special education, extracurricular activities and academic expectations during COVID19, please visit the [GCS Return to School Parent Resource Page](#)

## DESTINATION in-person Return to School

For Information and Updates  
Visit our Return to In-person School Resource Page | <http://tiny.cc/ReturnToSchool>  
For Virtual Program information visit | <http://tiny.cc/VirtualProgram>  
For information on Current COVID-19 Spread visit [SCDHHS.gov](http://SCDHHS.gov)

### In-person Attendance Plans

Greenville County Schools will implement 1 of 4 Attendance Plans in response to COVID-19 spread conditions.

Attendance Plan

0

DAYS

Physical Attendance

Attendance Plan

1

DAY

Physical Attendance

Attendance Plan

2

DAYS

Physical Attendance

Attendance Plan

5

DAYS

Physical Attendance

CAUTION

Attendance Plans designed for quick and seamless transition depending on COVID spread conditions.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
● ● ● ●	● ● ● ●	● ● ● ●	● ● ● ●	● ● ● ●
● ● ● ●	● ● ● ●	● ● ● ●	● ● ● ●	● ● ● ●
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● ● ● ● = eLearning | eLearning provided by teacher on the days students NOT in physical attendance

THE ULTIMATE GOAL is to safely return students and teachers to the 5-day in-person option.

Student Groups

ONE Day Attendance: (First Letter of Last Name)

Blue A-D	Red E-K
Green L-Q	Purple R-Z

Student Groups

TWO Days Attendance: (First Letter of Last Name)

Blue/Green A-D/L-Q	Red/Purple E-K/R-Z
--------------------	--------------------

Students choosing to attend school in-person will be assigned a color based on the first letter of their last name. For example, if a student's name is Maria Johnson, she will be color-coded as RED since all last names beginning with E-K will be assigned to the RED group. Maria will attend school on the days that have been assigned to RED students.

If your children have different last names, you should contact your child's principal(s) to request they move him or her to a different group so that both of your children attend school on the same day(s). For example, if you have a child named Maria Johnson (RED) and a child named Jerome Wilson (PURPLE), you may request that both children attend school on the same day (either RED or PURPLE).

# Mission, Vision, & Beliefs

## Mission

The mission of Oakview Elementary School, in cooperation with our students' homes and the community, is to prepare students with strong character who are college and career ready, responsible citizens, and lifelong learners by:

- Opening opportunities for all students,
- Accepting individual differences,
- Keeping our focus on math, reading, and writing,
- Varying teaching techniques,
- Identifying and addressing each student's strengths/weaknesses,
- Engaging students in learning activities,
- Working collaboratively as a team

## Vision

We envision a school:

- With adequate funding to support the curriculum and instructional needs
- With a positive learning environment that inspires students to achieve to their fullest potential and become productive citizens
- That produces students who think critically, solve problems, reason, and get along with others
- Where students are active participants in a comprehensive academic program
- Where students are provided opportunities to experience and develop skills for technology
- Where collaborative support and communication between home, school, and community is essential for an effective educational program
- With an appreciation and awareness of cultural and ethnic diversity

## Beliefs

Beliefs . . . Statements of fundamental truths which form the foundation of Oakview Elementary School's educational system.

We believe:

- Children learn best in a safe, healthy, and nurturing environment that creates students who are empathetic, respectful, resilient, and act with integrity.
- All students are capable of learning and have the right to the same educational opportunities that evolve and change to reflect the world around them.
- Children will learn to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.
- Children will be engaged in a variety of differentiated instructional strategies and experiences for active participation in the learning process.
- Children deserve a highly competent faculty and staff that will develop a culture to meet the needs of students socially, emotionally, and academically.
- Education is a shared responsibility involving student, parent, school, community, and school district.

# Daily Schedule

- 7:00 Main Entrance opens for early drop off. Bus entrance opens.
- 7:00-7:30 Breakfast is served.
- 7:30-7:45 All classrooms will be opened and teachers will be at their doors to greet students.
- 8:45 All students not in class by 7:45 are considered tardy and must report to the attendance clerk (front office) accompanied by a parent. Students will not be admitted to class without a tardy pass.
- 10:30-1:00 Lunch is served.
- 1:45 Early dismissals must be prior to 1:45
- 2:05 Afternoon announcements and afternoon dismissal begins.
- 2:15 Students are dismissed from campus
- 2:30 All car riders must be picked up by this time. Teachers' contract hours end and late parents will have to enter the building to sign out students.

*Supervision by the Oakview staff is provided from 7:00 a.m. until 2:30 p.m. Students may not enter the classrooms before or after these hours. Students that have not been picked up by 2:30 are moved to the front lobby and must be signed out by a parent/guardian.*

# Curriculum & Instruction

## Instructional Program

The curriculum at Oakview is a combination of all the experiences a student has while in school. Subject areas that are taught include:

- Reading
- Mathematics
- Social Studies
- Handwriting
- Health
- Science
- Music
- Art
- Physical Education
- Technology
- Character Education

*The School District of Greenville County and the State Department of Education have adopted curriculum standards which teachers follow when planning instruction. These standards can be accessed [here](#). Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.*

## Special Education

Special education services are for students who qualify according to South Carolina and federal criteria. Due process procedures are followed in placement; written permission for a psychological evaluation and placement must be obtained from the parents. A child does not qualify just because he/she doesn't make good grades.

Psychological evaluation, speech, hearing and vision testing is provided through the school district. If you feel that your child could benefit from these services, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services.

## Challenge Program

Beginning in third grade, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Students in this program are required to make up the work they miss in their regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria.

Administrators, parents or teachers may make a referral for students to be screened. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must requalify. Results of private testing are not accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the challenge teachers, not the regular classroom teacher.

## Speech Program

Oakview's Speech Language Pathologists serve students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.



## **Related Arts Program**

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a 45-minute period each week. Classroom teachers will also provide activities in each of these areas outside of the related arts period. Performance is reflected on your child's report card with a grade of Q, M, P, and L. Students in grades 3-5 will also receive Science Lab instruction on a weekly basis and students in grades K-2 on a quarterly and bi-weekly basis.

## **Counseling Program**

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social, and emotional development of our students. In addition to the classroom guidance program, the counselors work with individuals and small groups. Students may be referred by themselves, a teacher, a parent, or staff member. The counselors are available for conferences with parents. To schedule appointments please call 355-7100.

# **Instructional Policies and Procedures**

## **Extra Credit**

No individual extra credit will be given to increase a grade. Extra credit opportunities may be offered, however, in an effort to promote further learning or enrich current instruction.

## **Homework/Classwork**

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. We encourage parents to provide assistance if needed but to expect their child to be responsible for the assigned work. If you have questions at any time, please contact your child's teacher.

## **Make-up Work Procedures**

Missed homework is given for 2 or more days. If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office (355-7100) no later than 8:30 AM. This will enable the teacher to make arrangements throughout the day to gather the assignments. You may pick up these assignments in the front office after 2:30 PM.

1. Provisions for make-up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school. Tests must be made up by the 5th school day after the absence occurs.
2. Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
3. Parents may not get assignments for ill children during instructional time. (See Make-up Work Procedures in the Student handbook/Calendar)

## **Grading Guidelines**

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. The report card indicates whether your child is working on or below grade level.

Students will receive a grade of Q, M, P or L in penmanship, music, art or physical education to denote student performance. Students in 2nd-5th grade must have all A's and B's and Q's in ungraded subjects to make the Honor Roll.

## **Grading Scale for Grades K-1**

M=The student consistently meets or exceeds end-of-year expectation for this standard

P=The student shows expected growth/progress in meeting this end-of-year standard

B=The student is beginning to progress forward meeting this end-of-year standard

N=The student needs intensive support at school and home to develop this end-of-year standard

## **Grading Scale for Grades 2-5:**

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

Grades are based upon the student's instructional level. If a student is working below his/her grade level a comment concerning grade level or accommodations must be included on each report card and progress report.

The following criteria will be used each quarter in determining honor rolls

- Dean's List (Grades 2-5) All "A's" in all academic subjects)
- Wise Owls (Grades 2-5) A combination of "A's" and "B's" in all academic subjects
- Treetoppers - one student from each class who has shown marked academic improvement and one student who has modeled excellent citizenship (every classroom)
- Perfect Attendance awards are given to students who have not been absent. In addition, to be eligible for a Perfect Attendance award, the student must have no more than six (6) unexcused tardies, and the student must be present in class daily for a minimum of three (3) hours. (See Attendance in Student Handbook/Calendar) (every classroom)

## **Report Cards/Backpack**

A report card is sent home every nine weeks. This report will grade children in reading, languages, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. [Parents can access student grades via GCS Backpack on the internet.

## **Promotion and Retention Policy**

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies.

The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels.

## **Standardized Testing Program**

Oakview Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results. Our counselors are always available to answer any questions or provide explanation about your child's test scores.

## **Textbooks and Electronic Devices Issues by the School**

Students will have textbooks or electronic devices assigned to them by their teacher. Students are responsible for keeping them in good condition. Students losing or damaging a book (textbook or library) shall be required to pay for such books. Should a lost text book that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their texts home, but must be responsible for their care and return to school. For policies and procedures regarding school issued electronic devices, please visit the school web site.

## Permanent Records

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

## Processing End-of-Year Records

Before a child's record can be processed for the next school year, the following must be completed:

1. All Fall, and Group pictures must be returned or paid for in full.
2. All fees for lost/damaged South Carolina textbooks must be paid in full.
3. All activities, materials, etc. that have not been paid for during the year must be resolved.
4. All lunch fees must be repaid.
5. All NSF checks and service charges must be cleared.
6. All library books must be paid for or returned.

## Placement of Students

The principal works closely with the classroom teachers, school counselors, and assistant principals to assign students to a heterogeneous homeroom class. **Parent letters requesting a teacher are not accepted.** The placement of all students at the beginning of the school year is considered **TENTATIVE**. Changes in the enrollment may necessitate assigning students to different classes, but every effort is made to limit the changes that are made.

# Instructional Experiences

## Field Trips

Field trips are considered an extension of the classroom and instructional program. The Oakview teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, monetary obligations, in order to participate. The school requires written permission from the parents or legal guardians before a child is permitted to go on a field trip. A signed permission form with insurance information is required. If a child does not have insurance, an uninsured form must be completed. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. Field trip fees cannot be returned if a student has been counted in the original number. The number of students participating determines charges for trips. Exceptions will be considered on an individual basis only in extreme circumstances. Certain field trips require students to bring a bag lunch for the day of the field trip. **The permission slip, field trip fee, and a bag lunch fee must be turned in to the teacher 24 hours prior to the field trip in order to participate. Any exceptions must be approved by the administration. All medications must be brought to school the morning of the field trip by the parent for all trips leaving before school starts and/or returning after school hours.**

## Field Trip Chaperones

The selection of field trip chaperones is restricted to parents/guardians of currently enrolled students. Only those selected as field trip chaperones may attend field trips. The number of chaperones is limited and determined by the field trip destination and need for supervision. Parents not selected as field trip chaperones are prohibited from accompanying the class on a field trip. All chaperones must have a background check completed prior to the trip. An approved chaperone cannot find their own replacement should they not be able to attend unexpectedly.

## **Media Center (Library)**

The mission of the Oakview Media Center is to help students learn by providing books and other media to support curriculum and state standards, to teach students how to use the media center effectively and to create a lasting interest in using the library for information seeking and enjoyment. The goals of the Oakview Media Center are:

- To ensure that students are effective users of ideas and information.
- To provide library media materials and services appropriate to the curriculum of the school.
- To provide library media materials and services that meets the information and recreational needs of the learning community.
- To provide library media materials and services that make reading fun for the learning community.
- To provide opportunities for collaboration between the library media specialist and classroom teachers to incorporate information literacy and technology into instruction.
- To promote and provide instruction in information literacy to teachers and students.

The library media center is open 7:15 a.m. – 2:30 p.m. daily. It is open for teachers, students, and parents to use anytime within these hours. The Library Media Center has a number of items available including teaching materials, books, magazines, books-on-tape, newspapers, pictures, computers, recording, software, and other audiovisual aids. Parents are encouraged to use the media center like the public library. Students are welcome to exchange books or use the media center before and after school and any time their teacher will allow. Classes visit the media center on a regular basis. All students are expected to visit the media center a minimum of once a week to check out books. For more information about the media center policies and procedures, please visit our webpage on the Oakview web site.

## **Participation in Extracurricular Activities**

Student participation in extracurricular activities is a privilege that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Oakview Elementary School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, academic clubs/teams, and attendance at any school function outside of the normal school day.

# **Discipline**

## **Rules**

Students will be recognized in various ways for complying with school and classroom rules. Individual teachers will establish their own consequences and rewards for students' behavior and classroom performance.

Our four basic school-wide rules are:

1. We will keep hands, feet and objects to ourselves.
2. We will walk slowly in the hall, cafeteria and classrooms. (Single file, second tile)
3. We will use quiet voices in the halls, cafeteria and classroom.
4. We will show respect for others and their property.

## **Recess/Playground Rules**

- Do not pick up items (leaves, rocks, sticks, dirt, etc.) from the ground
- Do not play or walk under playground equipment where students are hanging.
- Do not run over the hills or out of teachers' sight
- Do not push, pull, or tug anyone that is climbing on the equipment.
- Do not play on any piece of equipment that is broken or has parts missing. Report the problem to your teacher who will then report it in writing to the plant engineer so repairs/replacements can be made.
- Always keep your teacher within eyesight and hearing distance.
- Students are not to enter the road without teacher permission.

## **Profanity Free Zone**

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Student Behavior Code of Greenville County Schools.

## **Smoking Policy**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds. Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

## **Articles Prohibited at School**

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, no toys are allowed at school unless the teacher specifies a purpose. In addition and in order to protect school equipment and property, chewing gum is not permitted during the school day.

## **Cell Phone and Personal Electronic Devices**

Cell phones and other personal electronic devices are not needed during the school day. Students have ample access on campus to technology tools and devices for research and reference. Should a student need to contact a parent or family member during the school day, teachers or office staff can assist them. Cell phones or personal electronic devices found in the possession of students will be confiscated and returned to the parent.

## **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **Parent/Teacher/School Communications**

### **Monday Memos**

Parents will receive from every teacher a newsletter giving a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their children's studies. If any parent does not receive a Monday Memo, either by paper or electronically, the parent needs to contact the teacher to determine the problem. Please read every memo for important school information.

### **Parent-Teacher Conferences**

There will be a scheduled conference between the child's teacher and parent/legal guardian at the end of the first 45-day reporting period for all Kindergarten through fifth grade parents. Teachers will also schedule conferences throughout the year as needed to share information about a child's progress. Please make every effort to attend your conference. The use of recording devices is prohibited without the permission of the person being recorded. Parents are encouraged to initiate conferences at any time by writing a note, emailing or calling the teacher for an appointment.

When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences. Kindergarten teachers will schedule a second conference with all parents to update student's reading and math progress since kindergartners do not receive report cards

### **Notes Required by a Parent or Guardian**

The school requires notes from parents or guardians for explanation of the following:

- Absence/Tardiness/Early Dismissal
- Permission to go home with another student (car or walker)\*If riding the bus, students must already ride the same bus route.
- Request to be excused from recess or physical education
- Reply to notes from the teacher or principal
- Field trips (if a financial situation arises that would impact on your child being able to participate, please inform the teacher or principal.)
- Authorization to administer medication
- Legal guardianship
- Specific medical treatment or special health needs

- School Withdrawal
- Disciplinary referrals should be signed and returned to the school the following day. Students will incur additional consequences for failure to return discipline notes within 24 hours.

# Transportation

## Bus Transportation

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

### Each bus rider is expected to:

- follow the driver's directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Student Behavior Code.

For additional information regarding bus transportation, visit [GCS Transportation Department Homepage](#).

## Car Transportation

Our objective is to provide safe pick-up and drop-off procedures for the children while maintaining an orderly flow of traffic. Parents must follow the directions of school personnel as they oversee daily traffic patterns and the safety of students. We urge all parents to drive slowly and carefully, using extreme caution and follow all directional signs and printed maps! Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent or guardian.

For the safety of the students, the following traffic rules are to be obeyed during the arrival and dismissal of students:

1. All cars arriving at the kindergarten entrance for K5-2nd grade must **ENTER** and **EXIT** from Batesville Road. Cars may **NOT** enter from Roper Mountain Road and turn left into the kindergarten entrance. Those doing so may be ticketed by the Greenville County Sheriff's Department.
2. During the afternoon pick-up, district policy requires that all authorized adults present the appropriate tag for scanning when driving through the car line.
3. Drive all the way to the crosswalk where the staff member is holding a **STOP** sign.
4. Stay in a single line. Please do not pass cars during arrival or dismissal.
5. Students should leave and enter cars only from the right side.
6. Obey safety patrols; they are for your child's safety.
7. Remind students to cross only at the crosswalk where there is a school crossing guard or teacher. Please do not drop off in the parking lot at the crosswalk.
8. Students are to sit quietly (by grade levels or with siblings) and look for their car. Students may not go back in the building. All school rules apply.

## Bikes, Scooters, and Skateboards

Bikes may be ridden by students and parked in the assigned parking areas. Students must place their bikes in a bike rack each day and show respect to others property. Motorized scooters, mini-bikes, All Terrain Vehicles and other power driven (gas or electric) devices are legally considered motor vehicles and children are **not** permitted to operate them on public rights-of-way. Bikes, skateboards, & scooters are not to be ridden on the sidewalks around the school at any time.

## Transportation Changes

Please call the school office at 355-7100 before 1:30 should you need to make a change in student transportation. Be sure to call daycares to notify them of any changes. Remember to send your child's teacher a written note about such changes. All

notes must state student's first and last name and teacher's name. Please submit all permanent transportation changes or changes in address to the front office in a prompt manner.

## **Cafeteria – Breakfast and Lunch Program**

Nourishing, well-balanced meals are served each day for students and staff. Foods for those with special dietary needs will be prepared with a doctor's note. The cafeteria uses a computerized payment system. Students may pay for meals by the week or month or by the day at the cash register. A running total is maintained on the computer. Students access their account by entering their assigned number. Any student who owes money to the cafeteria will be provided an alternative meal.

Parents are requested to put lunch money in an envelope with the child's first and last name, amount, and name of teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may also pay for meals online by visiting Oakview's website.

Parents are invited to have lunch with their children at any time. Parents eating in our cafeteria are expected to purchase a school lunch - - regular meal or salad. The Oakview Café, just like any other restaurant, requests that food items from outside (i.e., fast food, etc.) not be brought to our restaurant.

- If a parent plans to eat lunch with his/her child, it is necessary to send a note or call 355-7108 before 9:00 AM so he or she will be included in the lunch count.
- Parents are encouraged to be aware of the exact time their child eats lunch.
- Upon arriving, please SIGN IN at the office and get a VISITOR'S BADGE.
- If parents arrive early, please wait in the lobby area rather than going to your child's room.
- Parents are asked to say good-bye to the child in the cafeteria and the child is to leave with their class at the end of his/her lunchtime.
- Please be mindful that soft drinks are not allowed in the lunchroom. Students may bring fruit drinks in plastic containers.
- The microwaves in the cafeteria are for teacher use only. Students may use a thermos to keep foods warm.

The Free and Reduced Lunch Program is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been returned to the school and approved.

Weekly breakfast/lunch menus will be posted on the Oakview website on Friday morning for the following week. If you do not have access to a computer, please let your student's teacher know so that a hard copy can be sent home every Friday.

Food and Nutrition Services expects payment either in advance or at the point of service. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager. Students who owe money to the school cafeteria will not be offered a regular school meal but will be provided an alternative meal (i.e., cold cheese sandwich and milk).

## **Attendance, Early Dismissals, Tardies, and Withdrawals**

### **Student Withdrawal from School**

If a child's family changes residence, outside the Oakview attendance area, it will be necessary to submit in writing two (2) days prior to the last attendance day, informing the school of this change in status. All textbooks and library books are to be returned to the school. All borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.



## Early Dismissals

Regular early dismissals for weekly piano lessons, outside tutoring, therapy, etc. are not permitted. State regulations require that students regularly attend school for a full day. In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day. Please report to the office before 2:00 PM to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child that has not filed an early dismissal note or has not picked up the student previously. Only individuals listed on the student information card will be allowed to pick up that child.

## Emergency Procedures

### Early School Emergency Dismissals

The closing of school due to extremely bad weather or other severe emergencies will be announced on all local radio and television stations. Parents may also receive an automated phone message, e-mail, and/or text message from Greenville County Schools.

Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis. Parents with students in day care must notify their child's day care to pick up early or be prepared themselves to pick up their child.

#### Radio Stations

WANS-FM	107.3	WESC-FM	92.5	WSSL-FM	100.5
WFBC-FM	93.7	WESC-AM	660	WHYZ-AM	1070

#### TV Stations

WSPA TV7  
WYFF TV4

### Emergency Dismissal Procedures

In the event of severe weather during the 2:15 dismissal, the following applies:

#### Car Riders

All car-riding students will be held inside the building during severe weather. Staff members will be outside the building with walkie-talkies to radio inside when parents arrive for pickup. Please have car tags visible in the front window of your vehicle. Please be patient, as this process will take longer than normal.

#### Walkers/Bike Riders

During severe weather walkers will be held inside the building from 2:15 until 2:30. At 2:30 a decision will be made as to the safety in releasing walkers and bike riders. If the weather does not allow for safe dismissal (lightening or heavy rain) then parents will be called to pick their children up. No vehicles are allowed in the back of the campus (bus entrance and Moore Rd.). Parents wishing to pick up children need to drive around to the front of the school.

#### Bus

Buses will pull one at a time to the awning and students will be loaded accordingly.

## Health and Safety

The health room is staffed with a registered nurse. The teacher will send any child who is not feeling well or has been hurt to the health room; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the healthroom. Students will be sent back to class if they do not have a fever. Parents are always contacted if the child has a fever of 100 degrees or more. Every effort should be made to

keep sick children at home. Students should be fever-free for 24 hours without medication before returning to school after an illness.

Temperatures over 100.4, vomiting, diarrhea, chicken pox, strep throat, pink eye or bronchitis may be contagious. The nurse will administer prescription and over-the-counter medication brought in by the parent if an appropriate written permission is on file in the health room including directions for dosage and time. The nurse does not have any stock medications. Some medications require both a doctor's written authorization and a parent's permission (inhalers, emergency medications or long-term medicines to be administered daily for longer than 10 days by the nurse.) School district policy states that students are not to bring ANY medications to school.

## **Health Problems**

Please make your child's teacher and the school nurse aware of any **SPECIAL HEALTH PROBLEMS**. A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention.

### **IMMUNIZATION**

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse at 355-7107.

## **Medications**

1. All medications must be administered by the school nurse or school staff as authorized by the principal (field trips). Students are not allowed to give themselves medication at school. Cough drops are considered medications and as such are required to be kept in health room and have a parental permission form.
2. Medications must be in original containers with student's name on it.
3. Written permission to give medicine must be completed and signed by the parent indicating name of student, name of medicine, dosage, and time to be given. If the medicine is to be given longer than 2 weeks, the doctor who has prescribed or recommended the medication must also complete a physician's authorization form.
4. Students found with medication in his/her possession or belongings at school are subject to disciplinary measures. A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

## **Student Emergency Form**

A Student Emergency Information Form must be completed for each child. The information on this card helps the school contact parents in the event an emergency. It is most important that you make your child's teacher and the school aware of any **SPECIAL HEALTH PROBLEMS**. Please inform the school office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality will be maintained. If you have any questions, please contact the school nurse.

## **School Payments**

### **Return Check Policy**

Our school and/or cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. The school secretary will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. A service charge will be added to the original amount of the returned check. We do reserve the right to accept cash only in the event that this becomes a frequent problem.

## Student Receipts

All receipting of school funds is done electronically. When a student pays for any activity - field trips, insurance, pictures, and yearbooks - the student will receive a printed receipt. It is important that you keep all receipts to verify payment. If you have questions about a receipt or if you have already paid for an activity, call the school secretary at 355-7106.

## Legal Custody/Guardianship

### Permission to pick up a student

If you have legal custody of your child and you do not want anyone else picking up your child, you must note this on the dismissal card. A copy of the proof of custody from the court must be brought to the office and filed in the student's record. Please inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else. Without proof of custody in the child's permanent record and notation on the dismissal card, the school has no recourse but to dismiss the child to either parent.

### Family Court Proceedings and Custody Proceedings

The official school statement about any student is found in the permanent record. Parents who are involved in custody or family court proceedings, may request a copy of the permanent record by contacting the school office. Greenville County Schools employees do not provide written statements or opinions about students or parents outside of the permanent record.

## Parties and Birthday Treats

Classroom parties are an exciting time for all children. To ensure that we are following district policy below are some guidelines:

**If you would like to provide food for special occasions (i.e. student birthdays) please check with your child's teacher prior to the event. For safety concerns, we cannot serve or give "homemade" foods, therefore, all food to be shared with other children must be store bought with visible ingredient labels and individually pre-packaged.**

- Teachers may have three parties in their classrooms during the year: December Holiday Party, Valentine's Day Party and an End of the Year party to be held during the last week of school. Healthy snacks are encouraged but not required.
- If a teacher has a special project that coincides with the curriculum and it calls for a food treat to be served in the room, the teacher must get permission beforehand.
- Birthday treats (no candles) may be provided at lunchtime in the cafeteria (kindergarten students' treats need to be sent with your child in order to have their birthday treats in the room during afternoon snack).
- No balloons/flowers will be delivered to classrooms. Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the bus.
- Private student birthday party invitations may be distributed at school if they are given to every boy in the class or every girl in the class or the entire class. Per GCS policy, school employees are prohibited from assisting students with the distribution of birthday party invitations.

## School Visitors and Volunteering Opportunities

### Visiting Campus

All visitors in the building, including parents and school volunteers, must sign in at the office. A state issued photo I.D. must be presented. Visitors must wear either a "visitor pass" or "volunteer pass" while on campus. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached if necessary.

Please only go to the areas in the building that you have indicated on the sign-in form. Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and principal.

## **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **Parent Teacher Association**

Oakview has established a Parent Teacher Association to provide vital financial and personal support to the total school program. All persons who are interested in the welfare of Oakview Elementary and its students are invited to join the PTA and become actively involved in supporting our PTA activities. Parents, other family members and friends are urged to join. PTA meetings are held four times a year. Programs are presented on topics of interest and concern to parents.

## **PTA Volunteer Program**

A valuable "special resource" for the school is the volunteer, who supplements and complements the work of the classroom teacher. A volunteer is an extra pair of hands; a measure of personal warmth; a bridge between the school and community. The different areas of volunteer work are library aides, SEEDS, room mothers, office aides, teacher's aides, tutors, etc. Please let our PTA Volunteer Coordinator know the areas in which you would be interested in volunteering.

Please remember that if you have younger children, you will need to make other arrangements for them while you are volunteering in the school. For safety purposes children are not permitted to enter the Teacher's Workroom or Lounge due to the equipment that is contained in these rooms.

Visit the Oakview PTA website at [oakviewpta.com/](http://oakviewpta.com/)

## **School Improvement Council**

The council is composed of parents, business partners, teachers, and school administrators. Four meetings are held each year.

All parents are welcome to volunteer to serve on the council. Elections are held at the first PTA meeting of the year. Names for the ballot are taken from the volunteer form given to students on the first day of school.

The purpose of the SIC will be to:

Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan

Develop an annual school report to the parents

Provide advice on the use of school incentive grant awards

Serve as liaison between the school, school organizations, the community and the local school board.  
Provide other assistance that the principal may request